



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

FINANCE COMMITTEE

WEDNESDAY, APRIL 16, 2008

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE #10A, #11 (REVISED), #13 AND THREE ADDITIONAL TRAVEL REQUESTS**
4. Approval of Minutes dated 1-23-08 (previously distributed)
5. Public Participation
6. List of Bills as Prepared by the Finance Department (mailed)
7. Report by Risk Manager on Blue Cross/Blue Shield of Michigan Administrative Service Fee Reduction (mailed)
8. Presentation by Public Works on Phase II Stormwater Permit Update (mailed)
9. Appointment of Law Firm (mailed)
10. Request by Director of Juvenile Justice Center for Use of Credit Card for Out of County Transporting of Youth (mailed)
- 10a. **Approval of Lease Agreements:**
 - a) Lakeshore Legal Aid (attached)
 - b) Legal Aid and Defender Association, Inc. (attached)
11. Authorize Publication of Articles of Incorporation of the County of Macomb Zoological Authority (revised Articles of Incorporation are attached) (mailed)

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

**FINANCE COMMITTEE
AGENDA
APRIL 16, 2008**

PAGE 2

12. Travel Requests:

(mailed)

- a) Community Services (two)
- b) Friend of the Court (one)
- c) Health (two)
- d) Information Technology (one)
- e) Martha T. Berry (one)
- f) MSU Extension ~~(two)~~ (three)
- g) Planning & Economic Development (one)
- h) Risk Management & Safety (two)
- i) Sheriff ~~(four)~~ (five)
- j) Sheriff (three) **(County funds)**

(attached)

(attached)

(attached)

(back-up information for travel requests is on file in Board Office)

**13. Adopt Resolution Commending Martin Kramer – Eagle Scout
(offered by DeSaele)**

14. New Business

15. Public Participation

16. Adjournment

RESOLUTION NO. _____ FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Approve List of Bills as Prepared and Provided under Separate Cover by the
Finance Department

INTRODUCED BY: Betty Slinde, Chair, Finance Committee

COMMITTEE/MEETING DATE

Finance 4-16-08

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Receive and File Blue Cross/Blue Shield of Michigan Administrative Service Fee Reduction retroactive to January 1, 2008.

INTRODUCED BY: Commissioner Betty Slinde, Chair, Finance Committee

See Attached Memo

COMMITTEE/MEETING DATE:

____ FINANCE _____

____ 4-16-08 _____




RISK MANAGEMENT & SAFETY

1 S. Main St., 8th Floor
Mount Clemens, Michigan 48043
586-469-6349 FAX 586-469-7902

John P. Anderson, Esq.
Director

MEMORANDUM

TO: Betty Slinde, Chair
Finance Committee

FROM: John P. Anderson, Esq. 
Director, Risk Management & Safety

DATE: April 8, 2008

SUBJECT: Blue Cross Blue Shield – Administrative Service Fee Reduction

In my continuing effort to find monetary savings for Macomb County, I have once again successfully re-negotiated our Administrative Services Contract with Blue Cross/Blue Shield of Michigan for the contractual year of 2008.

The rate Macomb County paid in 2007 was \$91.95 per contract per month. Retroactive to 1/1/08, the Blue Cross/Blue Shield Administrative Fee has been reduced to \$59.50 per contract per month, or a \$32.45 reduction. This equates to the following:

$2800 \text{ contracts} \times \$32.45 = \$90,860$ (reduction in fees per month)

$\$90,860 \times 12 \text{ months} = \$1,090,320$ (reduction for 2008 in Administrative Fees)

I will be working closely with our healthcare providers in finding additional cost-saving options. Additionally, I will be bringing forward other cost-saving initiatives for your review in May.

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO receive and file presentation by Public Works on Phase II Stormwater Permit Update

INTRODUCED BY: Betty Slinde, Chair, Finance Committee

COMMITTEE/MEETING DATE

Finance 4-16-08



Macomb County
Public Works Office

National Pollutant Discharge Elimination System (NPDES)

Phase 2 Permit:

How it affects Macomb County

Presented by
Lynne Seymour, P.E.

Macomb County Public Works Office



National Pollutant Elimination System (NPDES) Phase 2

Macomb County
Public Works Office

What is NPDES?

- Authorized by the Clean Water Act of 1972
- Regulates point sources that discharge pollutants into waters of the United States of America
- In Michigan, permit program administered by the Michigan Department of Environmental Quality (MDEQ)





National Pollutant Elimination System (NPDES) Phase 2

Macomb County
Public Works Office

Phase 1 Permit:

➤ Required by communities over

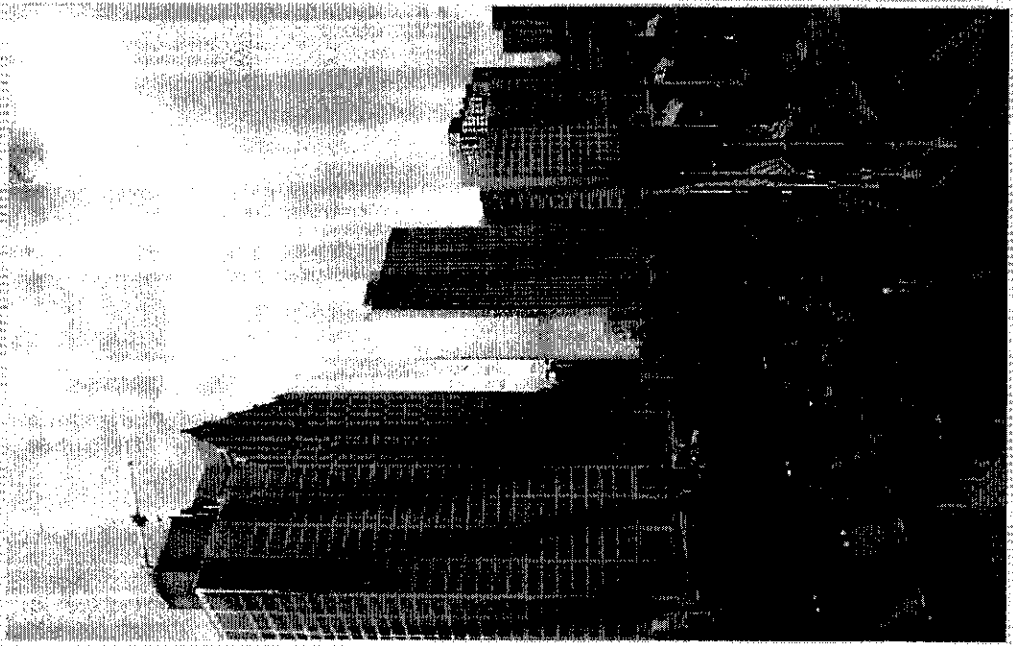
with populations over

100,000

➤ Sterling Heights and

Warren have a Phase 1

permit





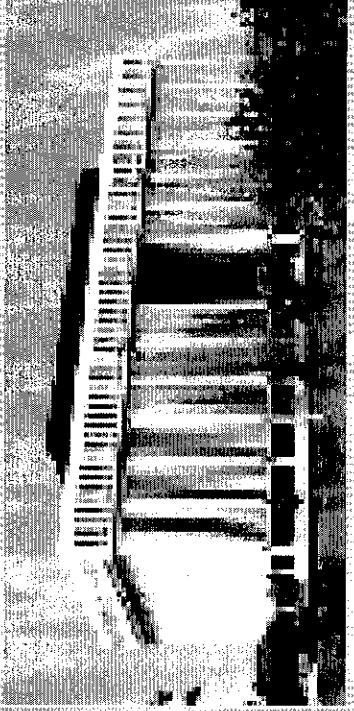
National Pollutant Elimination System (NPDES) Phase 2

Macomb County
Public Works Office

Phase 2 Permit.

➤ Unfunded Federal Mandate

➤ Required by counties, municipalities, academic institutions, hospital, prisons, among others, that (1) operate a separated storm water system and (2) are located within the U.S. Census defined Urbanized Boundary.





National Pollutant Elimination System (NPDES) Phase 2

Macomb County
Public Works Office

Macomb County Communities Required to Obtain a Phase 2 Permit:

Center Line

Clinton Township

Fraser

Macomb Township

New Baltimore

Romeo

Shelby Township

Utica

Chesterfield Township

Eastpointe

Harrison Township

Mt. Clemens

New Haven

Roseville

St. Clair Shores

Washington Township



National Pollutant Elimination System (NPDES) Phase 2

Macomb County
Public Works Office

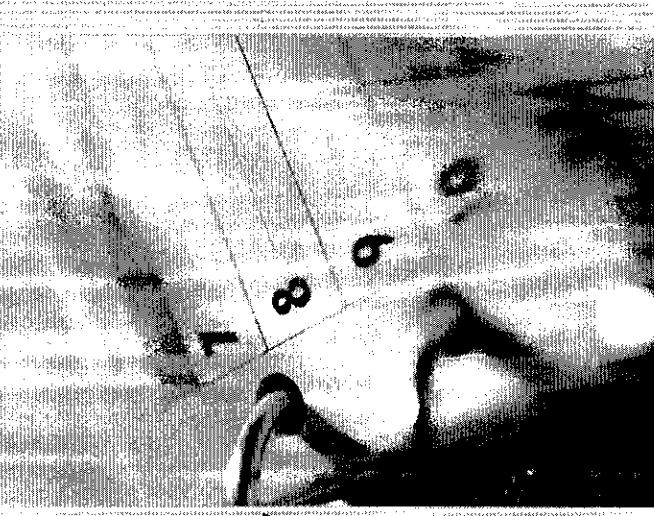
➤ Two permit options to choose from in Michigan:

- Jurisdictional
- Watershed-Based

➤ Macomb County received its watershed-based permit from the MDEQ in September, 2001.

➤ Permit renewal will be required by Summer 2008

➤ Macomb County has 18 Nested Jurisdictions under its permit





National Pollutant Elimination System (NPDES) Phase 2

Macomb County
Public Works Office

Macomb County's Nested Jurisdictions:

Anchor Bay Schools

Center Line Public Schools

Chippewa Valley Schools

Clintondale Community Schools

East Detroit Public Schools

Fitzgerald Public Schools

Fraser Public Schools

L'Anse Creuse Public Schools

Lake Shore Public Schools

Macomb Community College

Macomb Intermediate Schools

District

New Haven Community Schools

Romeo Community Schools

Roseville Community Schools

Utica Community Schools

Van Dyke Public Schools

Warren Consolidated Schools

Warren Woods Public Schools



National Pollutant Elimination System (NPDES) Phase 2

Macomb County
Public Works Office

Watershed-Based Permit:

- Relies on cooperation
- Components addressed in permit:
 - Illicit Discharge Elimination Plan (IDEP)
 - Public Education Plan (PEP)
 - Public Participation Plan (PPP)
 - Watershed Management Plan (WMP)
 - Storm Water Pollution Prevention Initiative (SWPPI)





National Pollutant Elimination System (NPDES) Phase 2

Macomb County
Public Works Office

How NPDES Affects Macomb County:

➤ Macomb County Public Works Office (MCPWO) is the permit administrator on behalf of Macomb County.

➤ County Departments Currently Affected:

- Public Works
- Health Department
- Road Commission
- Facilities & Operations
- Parks & Recreation
- Planning & Economic Development



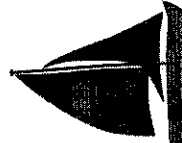
National Pollutant Elimination System (NPDES) Phase 2

Macomb County
Public Works Office

Macomb County's Permit Responsibilities:

- Implement current PEP & IDEP
- Continue work with Subwatershed Groups
- Participate in regional planning efforts, stewardship efforts, trail and greenway initiatives
- Update Engineering Standards

Lake St. Clair



OURS TO PROTECT





National Pollutant Elimination System (NPDES) Phase 2

Macomb County
Public Works Office

Macomb County's Permit Responsibilities:

- Conduct Natural Feature Inventory
- Develop Green Infrastructure Plan
- Promote model ordinances
- Incorporate BMPs (such as buffers & conservation easements) on County-owned properties
- Incorporate LID practices (such as rain gardens, porous pavers and bio-swales) into the construction and redevelopment of new facilities.



National Pollutant Elimination System (NPDES) Phase 2

Macomb County
Public Works Office

Macomb County's Permit Responsibilities:

- Develop procedures for maintenance garages and outdoor storage areas (chemical handling, vehicle washing and maintenance, etc.)
- Develop procedures for grounds management (lawn maintenance, fertilizer/salt applications, pest control, dumpster maintenance, etc.)
- Implement street, parking lot and catch basin cleaning/maintenance
- Develop woody debris management program



National Pollutant Elimination System (NPDES) Phase 2

Macomb County
Public Works Office

What the Commissioners can do to assist:

➤ Support activities needed to meet permit requirements (IDEP, Public Education, SWIM, HHW, etc.)

Educate constituents on activities they can do at home to improve water quality

Promote county programs available to constituents (HHW, environmental education programs, IDEP 24-hour hotline, etc.)

Report applicable activities that meet permit requirements (i.e hosting/participating in River Day events, meeting attendance, promotion of programs, etc.)



National Pollutant Elimination System (NPDES) Phase 2

Macomb County
Public Works Office

For additional information, please contact:

Lynne Seymour, P.E.
Environmental Engineer
Macomb County Public Works Office
(586) 307-8229

lynne.seymour@macombcountymi.gov

RECYCLABLE PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: APPOINT THE LAW FIRM OF PLUNKETTCOONEY, P.C. TO REPRESENT MACOMB COUNTY IN THE CASE OF DANNY ALLEN WILSON and JANET M. FREDERICK-WILSON VS. MACOMB COUNTY, ET AL.

INTRODUCED BY: CHAIRPERSON BETTY SLINDE, FINANCE COMMITTEE

Plaintiff Danny Wilson and his wife have filed a Complaint in Federal District Court alleging that Mr. Wilson was maliciously prosecuted for failure to pay child support. They have also alleged numerous other claims including violations of his Fourth, Fifth and Fourteenth Amendment Rights, that he was subjected to cruel and unusual punishment, that he was slandered and defamed, subject to assault and battery while in the jail and that there was an abuse of process. He has named in his Complaint various employees of the County, including employees of the Sheriff's Department, the Prosecutor's Office and the Friend of the Court.

The law firm of PlunkettCooney has particular expertise in the area of defending Section 1983 claims and has represented this County for over 20 years.

It is the recommendation of the Office of Corporation Counsel that the law firm of PlunkettCooney, P.C. be appointed to represent the individual Defendants of the County of Macomb in the pending litigation.

COMMITTEE/MEETING DATE

FINANCE – 4/16/08

RECYCLABLE PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: review and act on the request of the Director of the Macomb County Juvenile Justice Center-use of credit card for out of county transporting of youths.

INTRODUCED BY: Betty Slinde, Chairperson, Finance Committee

In the event the Finance Committee authorizes the use of credit cards for the purposes outlined by the Mr. Seidelman's letter, the Finance Department, in conjunction with the County Treasurer, will proceed to work out the details of such use including appropriate fiscal controls.

COMMITTEE/MEETING DATE: Finance Committee, Apr 16, 2008



FINANCE DEPARTMENT

10 N. Main St., 12th Floor
Mount Clemens, Michigan 48043
586-469-5250 FAX 586-469-5847

April 2, 2008

David M. Diegel
Finance Director

John H. Foster
Assistant Finance Director

Robert Grzanka, C.P.A.
Internal Audit Manager

Stephen L. Smigiel, C.P.A.
Accounting Manager

Commissioner Betty Slinde, Chairperson
& Members of the Finance Committee
Administration Building-9th Floor
Mount Clemens, Michigan 48043

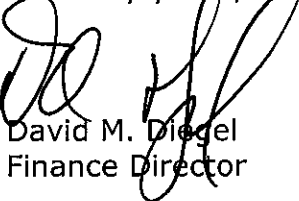
Dear Commissioner:

I have attached correspondence from Mr. Charles Seidelman, Director of the Juvenile Justice Center, which outlines his request for the use of credit cards by Juvenile Justice Center employees transporting youth to various out-state Michigan placement facilities. The card would cover the cost of gasoline, overnight accommodations, meal expense, emergency repairs and parking en route to these out state facilities.

The County currently authorizes the Sheriff use of a credit card for prisoner transportation expenses to out state prisons.

In the event the Finance Committee authorizes the use of credit cards for the purposes outlined in Mr. Seidelman's letter, my office, in conjunction with the County Treasurer, will proceed to work out the details in accordance with the County of Macomb Credit Card Policy (copy attached).

Sincerely yours,



David M. Diegel
Finance Director

DMD:ts

Enclosure

cc: Ted Wahby
Charles Seidelman
John Foster
Barb Gardner

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26



JUVENILE JUSTICE CENTER

400 N. Rose St.
Mount Clemens, Michigan 48043
586-469-5375 FAX 586-469-0815

March 31, 2008

John Foster, Asst. Director
Macomb County Finance Dept.
10 N. Main
Mt. Clemens, MI 48043

Re: Credit Card for JJC

Dear John:

The Macomb County Juvenile Justice Center is requesting a credit card to cover unplanned expenses relating to the transporting of residents around the state. Our two transporters frequently convey youth to various Michigan placements including Grayling, Kalamazoo, Grand Rapids, and recently Escanaba. The card would cover en route gasoline, hotels (when less expensive than overtime), emergency repairs, and parking.

Thank you for your assistance in this matter.

Sincerely,

Charles Seidelman
Director

CS/db

RECEIVED

APR 01 2008

MACOMB COUNTY
FINANCE

MACOMB BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Tocco - District 20

Betty Slind - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

COST NOT TO EXCEED \$65,000. FUNDS ARE AVAILABLE IN THE CAPITAL PROJECTS FUND.

Res. No. 06-333 ADOPT A COUNTY DRAIN DEBT REQUIREMENT OF .0055 MILL FOR THE YEAR 2007.

FINANCE COMMITTEE – September 21, 2006



Res. No. 06-334 APPROVE MACOMB COUNTY CREDIT CARD POLICY; FURTHER, TO ADD A SECTION TITLED "ISSUANCE" WHICH WILL READ: A COUNTY CREDIT CARD CAN ONLY BE ISSUED UPON THE APPROVAL OF THE BOARD OF COMMISSIONERS.

Res. No. 06-335 APPROVE AN ADJUSTMENT TO THE MILEAGE REIMBURSEMENT RATE AND MEAL ALLOWANCE TO EQUATE THE RATES PAID BY THE STATE OF MICHIGAN EFFECTIVE OCTOBER 1ST OF EACH YEAR; THEREFORE, EFFECTIVE OCTOBER 1, 2006, THE MILEAGE REIMBURSEMENT RATE WILL DECREASE TO FORTY-FOUR CENTS PER MILE AND THE DAILY MEAL ALLOWANCE FOR EMPLOYEES WILL REMAIN THE SAME AT \$31.00 PER DAY IN COMPLIANCE WITH THE STATE OF MICHIGAN RATES; ALSO, THAT COUNTY COMMISSIONERS BE EXCLUDED FROM RECEIVING MILEAGE FOR ATTENDING BOARD OF COMMISSIONERS MEETINGS; FURTHER, THE FINANCE DIRECTOR IS DIRECTED TO NOTIFY EACH ELECTED OFFICIAL AND DEPARTMENT HEAD OF THE ABOVE-NOTED RATES.

Res. No. 06-336 AUTHORIZE PAYMENT FOR THE WORK PERFORMED AS FOLLOWS:

MARTHA T. BERRY	EDMUND LONDON & ASSOCIATES	\$ 2,061.28
42-2 DISTRICT COURT	KRS – AE EQUITIES, LLC	461,722.00
42-2 DISTRICT COURT	PARTNERS IN ARCHITECTURE, PLC	7,231.61
JUVENILE JUSTICE CENTER	PROJECT CONTROL SYSTEMS	32,381.43
MARTHA T. BERRY	PROJECT CONTROL SYSTEMS	105,520.00
NEW PUBLIC WORKS BLDG.	PROJECT CONTROL SYSTEMS	90,000.00
JUVENILE JUSTICE CENTER	WAKELY ASSOCIATES	14,898.73

FURTHER, FUNDS ARE AVAILABLE IN THE CAPITAL BUDGET.

Res. No. 06-337 CONCUR IN THE RECOMMENDATION OF THE DIRECTORS OF RISK MANAGEMENT, HUMAN RESOURCES AND THE REPRESENTATIVE OF MERCER HEALTH BENEFITS TO ACCEPT THE MARKETING RESULTS AND SELECTIONS FOR THE

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: APPROVE MACOMB COUNTY CREDIT CARD POLICY.

MCL 129.248 authorizes and regulates credit card transactions involving local units of government. The Act requires that the County have a policy which incorporates the responsibility for oversight, use, custody and control of the credit card, as well as payment of the credit card invoices. The adoption of the attached policy will bring us in conformity with state law.

It is, therefore, the recommendation of the office of Corporation Counsel that this policy be adopted by the Board of Commissioners.

INTRODUCED BY: COMMISSIONER BETTY SLINDE, CHAIRPERSON, FINANCE COMMITTEE

COMMITTEE/MEETING DATE

September 21, 2006

MACOMB COUNTY CREDIT CARD POLICY

WHEREAS, it is advantageous for the County of Macomb to enter into credit card arrangements for the purpose of transacting business; and

WHEREAS, it is necessary to set forth a policy that will facilitate purchases and maintain accountability for the use of said credit cards and to provide a system of internal controls to ensure that the use of said credit cards complies with all applicable laws, including the requirements of MCL 129.243, *et seq.*, the County of Macomb hereby adopts this policy:

Definition

The term "County credit card" shall mean a credit card issued in the name of Macomb County for the purpose of purchasing goods or services on behalf of the County.

Oversight

The Macomb County Board of Commissioners hereby designates the County's Finance Director or his or her designee as the person responsible for the issuance, accounting, monitoring, retrieval and general oversight of compliance of this policy.

Use

A County credit card may only be used to purchase goods or services for official County business.

An officer or employee using a County credit card shall submit to the Finance Director or his or her designee each month documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which such goods or services were purchased. Such documentation shall include all charge slips and/or other proofs of purchase. All credit card charges shall be included in the list of bills submitted by the Finance Department each month to the Finance Committee of the Macomb County Board of Commissioners.

Custody and Control of Credit Card

An officer or employee who is permitted to use a County credit card is responsible for its protection and custody and shall immediately notify the Finance Director or his or her designee if the credit card is lost or stolen. Upon receipt of such notification, the Finance Director or his or her designee shall immediately notify the credit card company that the credit card is lost or stolen and take other appropriate steps to protect the interests of the County from possible misuse of said credit card.

Surrender of Card

An officer or employee who is permitted to use a County credit card shall immediately surrender the credit card upon severance of employment with the County, including but not limited to termination, retirement, lay-off, or extended leave of absence. An officer or employee of the County shall immediately surrender a credit card if directed by the Chair of the Board of Commissioners and/or the Finance Director.

Misuse of Credit Card

Any officer or employee who misuses a County credit card or fails to abide by the terms and conditions of this policy shall be subject to disciplinary measures, up to and including termination of employment.

Benefits from Use of Credit Card

Any benefit which may be derived from the use of any County credit card shall be the property of the County of Macomb and not of the individual using such card.

Payment of Credit Card Invoices

All invoices for credit cards issued on behalf of Macomb County shall be immediately forwarded to the Finance Director or his or her designee. The balance due on the credit card statements shall be paid as quickly as possible in order to avoid service charges, fees or interest. The total authorized credit limit for each credit card issued to the County of Macomb shall not exceed \$10,000.

RECYCLABLE PAPER

A.

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: approve the three year lease with Lakeshore Legal Aid, for space at the VerKuilen Building for the period January 1, 2008 through December 31, 2010, with options to renew as outlined in the attached Lease Agreement..

INTRODUCED BY: Betty Slinde, Chairperson, Finance Committee

As previously directed by this Board, the Office of Corporation Counsel along with the Finance and Facilities Department, have been negotiating with the Legal Aid and Defender Association, Inc. and Lakeshore Legal Aid in developing an acceptable Lease agreement for office space utilized at the VerKuilen Building by these organization. On April 11, 2008, the County and these organizations finally reached a mutually acceptable lease for this space and we are requesting the Board to review and approve the attached lease agreement so we may obtain the required signatures. Corporation Counsel and Finance will be available to discuss this issue.

COMMITTEE/MEETING DATE: Finance Committee, Apr 16, 2008

**LAKESHORE LEGAL AID LEASE
VERKUILEN BUILDING**

THIS LEASE is entered into this ____ day of _____ 2008 between **MACOMB COUNTY** (Landlord) and **LAKESHORE LEGAL AID** (Tenant).

In consideration of the rent to be paid by Tenant and the terms and conditions of this lease, Landlord and Tenant agree as follows:

1. Landlord leases to Tenant 560 square feet of office space in the Verkuilen Building located at 21885 Dunham Road, Clinton Township, Michigan being a portion of Suite 4 as shown on the attached Exhibit A.
2. The term of this lease shall be for three years, commencing on January 1, 2008, and ending on December 31, 2010. Tenant will have the option to renew this lease for an additional three-year period subject to the terms and conditions of this lease. This option must be exercised by written notice to the Landlord 60 days prior to the expiration of the initial lease term.
3. During the term of this lease, the premises shall be used and occupied as office space and other related activities for Tenant's business and for no other purpose without the written consent of Landlord. Tenant shall not use the premises for any purpose in violation of any law, municipal ordinance, or regulation.
4. Tenant will pay the annual sum of \$9.00 per square foot (\$5,040) as gross rent (includes electrical, water, HVAC and basic janitorial) in equal monthly installments of \$420.00 paid in advance on the 1st day of each month. Rent for the renewal period if exercised will be \$9.50 per square foot. If the tenant holds over the rent will be increased 2% annually. Rent will be paid at Landlord's Finance Department.
5. Any bill, statement, notice, communication or payment which Landlord or Tenant are required to give to the other party shall be in writing and shall be sent to the other party addressed as follows:

Landlord:

The County of Macomb
Finance Director
10 N. Main, 12th Floor
Mt. Clemens, MI 48043

Tenant:

Lakeshore Legal Aid
21885 Dunham Rd. Suite 4a
Clinton Township, MI 48036

or at such other address as either party shall have designated to the other, and the time of the rendition or receipt of such shall be the time when the same is deposited with an official United States Post Office, postage and fees fully prepaid thereon for first class mail

6. Tenant shall not assign this lease without the written consent of the Landlord. Any assignment without written consent shall give the Landlord the right to terminate the lease and re-enter and repossess the premises.

7. If the premises are damaged or destroyed in whole or in part by fire or other casualty, the Landlord will repair and restore them with reasonable dispatch. Rent shall abate entirely if the entire premises are untenantable and pro rata for that portion rendered untenantable, until the premises are restored to a tenantable condition. There shall be no abatement of rent if Tenant fails to adjust its own insurance or removes its damaged goods, wares, equipment or property within a reasonable time, and as a result, the repair and restoration is delayed. There shall also be no abatement of rent if the negligence or willful act of Tenant, its agents, or employees caused the fire or other casualty that damaged the premises. If Tenant uses any part of the premises for storage during the period of repair, Tenant shall pay a reasonable charge. If the premises are destroyed to the extent of more than one-half of the value, the Landlord may at its option terminate the lease by a written notice to Tenant.
8. Tenant shall indemnify and hold harmless Macomb County and its officers and employees, from any and all claims, lawsuits, losses, damage or injury to persons or property of whatever kind and nature, whether direct or indirect, arising out of the operation of this agreement or tenant's business to be operated on the premises, or the carelessness, negligence, intentional act, or improper conduct of the Tenant, its agents, licensees, invitees, or employees, which responsibility shall not be limited to the insurance coverage provided herein. Tenant will procure and keep in effect during the term of the lease insurance for the benefit of Macomb County as follows:

<u>Type</u>	<u>Coverage</u>	<u>Limits</u>
Comprehensive General Liability	Macomb County named as additional insured	\$1,000,000/ \$1,000,000

Tenant will provide Landlord with certificates evidencing of the policies and will notify Landlord of any material changes. The insurance policies may not be cancelled or not renewed without first providing the Landlord with 60 days notification of cancellation or non-renewal.

9. Tenant will, at its own expense, during the continuation of this lease, keep the premises in good repair and, at the expiration of the term, deliver the premises in the same condition as when taken, reasonable wear and tear excepted. Tenant shall not make any alterations, additions, or improvements to the premises without the Landlord's written consent. All alterations, additions or improvements made by either party, except movable furniture and trade fixtures put in at the expense of Tenant, shall be the property of Landlord and shall remain upon the premises at the expiration of this lease.
10. Landlord may enter the premises at reasonable times to install or repair pipes, wires and other appliances or make any repairs deemed by the Landlord to be essential to the use and occupancy of other parts of Landlord's building. Tenant shall not obstruct or restrict access to any common areas, including the entrance and hallway in Suite 4.

11. Tenant shall not perform any acts or carry on any practices that may injure the building or be a nuisance to other offices in the building. Tenant shall not obstruct or restrict access to any common areas, including the entrance and hallway in Suite 4. Notwithstanding any other provision in this lease all damage done to the Verkuilen Building by the Tenant or any person who may be in or upon the premises with the consent, invitation or license of the tenant shall be paid for by the tenant.
12. Tenant, at its own expense, shall comply promptly with all laws, orders, regulation or ordinances of all municipal, county and state authorities affecting the premises and the cleanliness, safety, occupation and use of same.
13. Tenant acknowledges that he has examined the premises prior to the taking of this lease, and knows the condition of the premises. Landlord has made no representations as to the condition or state of repairs that are not expressed in this lease. Tenant accepts the leased premises in their present condition as of the date of execution of this lease.
14. In the event Tenant holds over after termination of this lease, the tenancy shall be from month to month in the absence of a written agreement.
15. All signs and advertising displayed in and about the premises shall only be those that advertise the business in the premises and the Landlord shall control the character and size of the signs and advertising. No sign shall be displayed unless the Landlord approves it in writing.
16. Landlord, at its own cost and expense, shall make all necessary repairs and replacement to the roof, outer walls, (including common walls), exterior and structure of the building, including any HVAC, electrical or plumbing within the walls of the suite and leading into the suite.
17. Tenant shall be responsible to repair and maintain the interior walls, carpeting/floor covering, fixtures, doors and all associated hardware and accessories of the leased premises. Landlord shall have the right to enter the premises at any reasonable hour for inspection purposes. If Landlord deems any such repairs are necessary, it may demand that Tenant make the repairs. If Tenant refuses or neglects to commence and complete the repairs with reasonable dispatch, the Landlord may make or cause to be made such repairs and shall not be responsible to Tenant for any loss or damage that may accrue to its business. If the Landlord makes the repairs, the Tenant will pay on demand to Landlord the cost of the repairs with interest at 7% per annum. If Tenant defaults in the payment of the cost, Landlord shall have the remedies provided for in this lease.
18. By paying the rent and observing all the terms and conditions of this lease, Tenant shall peaceably and quietly have, hold and enjoy the premises during the term and any extension or renewal of this Lease.
19. The failure of Landlord or Tenant to require strict performance by the other of any term or condition of this lease is not a waiver for the future of any breach of the same or any other term or condition. Landlord's acceptance of rent is not a waiver of any breach by Tenant.

20. To the extent permitted by law, the rights and remedies of Landlord are cumulative, and the exercise of any one of them will not be deemed to be in exclusion of any other. The rights and remedies are in addition to any other rights and remedies available to Landlord at law or equity.
21. All employees of Tenant must comply with the County's policies and procedures relating to facility security.
22. Tenant shall not assign, transfer or encumber this lease, nor sublet the premises, nor permit the occupation by others, without on each occasion obtaining the prior written consent of Landlord. Consent of Landlord on any one occasion shall not be deemed a waiver of the necessity for consent on any other occasion. Notwithstanding any assignment or subletting, Tenant shall remain primarily liable for the payment of rent and the performance of all terms and conditions of this Lease. Any attempt to assign or sublet without Landlord's consent shall be void and shall entitle Landlord, at its option, to terminate this Lease.
23. Tenant shall be in default of this Lease upon the occurrence of any one of the following events:
 - A. failure to pay any installment of rent or any other amount required herein which shall continue for 7 days after the same is due;
 - B. failure to perform or observe any other covenant, term or condition of this Lease which shall not be corrected within 15 days after written notice from Landlord, or for such longer period as may be reasonably necessary to correct such default;
 - C. abandonment or cessation of business operations at the premises by Tenant;
 - D. any misrepresentation or omission of or on behalf of Tenant made to Landlord in connection with this Lease;
 - E. the taking of the leasehold created hereby on execution or by other process of law;
 - F. insolvency or failure of Tenant to generally pay its debts as they become due;
 - G. assignment for the benefit of creditors of, or appointment of a receiver or other officer for, all or any part of Tenant's property; or
 - H. adjudication of bankruptcy or filing of a petition under any bankruptcy or debtor's relief law by or against Tenant.
24. Upon any default by Tenant, Landlord may, at its option, terminate this Lease and/or commence eviction proceedings. Upon any such default, Landlord shall also have the right to enter the premises, without demand or notice, and repossess the same and expel Tenant and any other occupants and their effects, either with or without terminating this Lease. Any entry may be with or without process of law, by force if

necessary, or otherwise according to law. No entry shall subject Landlord to any liability for trespass or damages. No act or failure to act by Landlord shall waive any remedies that Landlord may have for arrears of rent or breach of covenant or release Tenant from any liability whatsoever.

25. Upon any termination or entry as above, Tenant shall indemnify Landlord against all loss of rents and other amounts which Landlord may incur over the remainder of the term in addition to paying all overdue rent and other payments. Tenant shall also pay to Landlord all costs and expenses incurred by Landlord by reason of Tenant's default including, without limitation, attorney's fees, costs of regaining possession and re-letting the Premises, broker's fees, storage fees and repairing and cleaning costs.
26. If any provision of this Lease shall be invalid or unenforceable, the remaining provisions shall remain in full force and effect.
27. The parties acknowledge that they have read and understand the terms of this lease. This lease contains the entire agreement and understanding between the parties regarding the premises and is subject to no agreements, conditions or representations that are not expressly set forth. This lease may only be amended in writing and signed by both Landlord and Tenant.
28. Tenant shall have the option to terminate this lease upon the following terms and conditions:
 - A. Tenant loses more than 50% of its total current annual funding and can verify in writing with supportive documentation its loss, and,
 - B. Tenant gives Landlord written notice of Tenant's election to exercise the Termination Option together with such supportive documentation specified above. The notice shall provide a date tenant will vacate the premises which shall not be less than 30 days from the date the notice is sent.
29. In the event that the co-tenant in Suite 4 either voluntarily or involuntarily vacates the premises, Tenant shall have an option to lease the space vacated in Suite 4 by the co-tenant. In the event this option is exercised, Tenant shall pay gross rent per square foot for the additional space under the same terms and conditions as are applicable to this lease. Tenant shall have a minimum of 60 days after written notification that co-tenant has vacated to exercise this option. If Tenant does not exercise this option within 60 days and the period to consider the option is not extended in writing by the Landlord, the Landlord may re-let the portion vacated by the co-tenant or use the space for its own purposes. Tenant, the landlord and any co-tenant shall respect the sensitive and confidential nature of each others' respective businesses.
30. Macomb County Commission shall place signage on the outside of suite 4 that clearly identifies that both Legal Aid and Lakeshore occupy the suite. In the event that Lakeshore should vacate the premises and a new tenant take occupancy of Suite 4 new signage will be posted which shall make the same distinction between LADA and new tenant.

WITNESSED BY

MACOMB COUNTY

By: _____
William A. Crouchman,
Chairperson Board of Commissioners

LAKESHORE LEGAL AID

By: _____
William R. Knight Jr.
Executive Director

B.

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: approve the three year lease with Legal Aid and Defender Association, Inc., for space at the VerKuilen Building for the period January 1, 2008 through December 31, 2010, with options to renew as outlined in the attached Lease Agreement..

INTRODUCED BY: Betty Slinde, Chairperson, Finance Committee

As previously directed by this Board, the Office of Corporation Counsel along with the Finance and Facilities Department, have been negotiating with the Legal Aid and Defender Association, Inc. and Lakeshore Legal Aid in developing an acceptable Lease agreement for office space utilized at the VerKuilen Building by these organization. On April 11, 2008, the County and these organizations finally reached a mutually acceptable lease for this space and we are requesting the Board to review and approve the attached lease agreement so we may obtain the required signatures. Corporation Counsel and Finance will be available to discuss this issue.

COMMITTEE/MEETING DATE: Finance Committee, Apr 16, 2008

**LEGAL AID AND DEFENDER ASSOCIATION LEASE
VERKUILEN BUILDING**

THIS LEASE is entered into this ____ day of _____ 2008 between **MACOMB COUNTY** (Landlord) and the **LEGAL AID AND DEFENDER ASSOCIATION INC.** (Tenant).

In consideration of the rent to be paid by Tenant and the terms and conditions of this lease, Landlord and Tenant agree as follows:

1. Landlord leases to Tenant 2,185 square feet of office space including a portion of the common waiting area in the Verkuilen Building located at 21885 Dunham Road, Clinton Township, Michigan being a portion of Suite 4 as shown on the attached Exhibit A.
2. The term of this lease shall be for three years, commencing on January 1, 2008, and ending on December 31, 2010. Tenant will have the option to renew this lease for an additional three-year period subject to the terms and conditions of this lease. This option must be exercised by written notice to the Landlord 60 days prior to the expiration of the initial lease term.
3. During the term of this lease, the premises shall be used and occupied as office space and other related activities for Tenant's business and for no other purpose without the written consent of Landlord. Tenant shall not use the premises for any purpose in violation of any law, municipal ordinance, or regulation.
4. Tenant will pay the annual sum of \$9.00 per square foot (\$19,665) as gross rent (includes electrical, water, HVAC and basic janitorial) in equal monthly installments of \$1,638.75 paid in advance on the 1st day of each month. Rent for the renewal period if exercised will be \$9.50 per square foot. If the tenant holds over after the renewal period the rent will be increased by 2% annually. Rent shall be paid at Landlord's Finance Department.
5. Any bill, statement, notice, communication or payment which Landlord or Tenant may desire will be required to give to the other party shall be in writing and shall be sent to the other party addressed as follows:

Landlord:

The County of Macomb
Attention: Finance Director
10 N. Main, 12th Floor
Mt. Clemens, MI 48043

Tenant:

Legal Aid and Defender Association, Inc.
Attention: Finance Director
613 Abbott
Detroit, MI 48226

or at such other address as either party shall have designated to the other, and the time of the rendition or receipt of such shall be the time when the same is deposited with an official United States Post Office, postage and fees fully prepaid thereon for first class mail

6. Tenant shall not assign this lease without the written consent of the Landlord. Any assignment without written consent shall give the Landlord the right to terminate the lease and re-enter and repossess the premises.
7. If the premises are damaged or destroyed in whole or in part by fire or other casualty, the Landlord will repair and restore them with reasonable dispatch. Rent shall abate entirely if the entire premises are untenable and pro rata for that portion rendered untenable, until the premises are restored to a tenantable condition. There shall be no abatement of rent if Tenant fails to adjust its own insurance or remove its damaged goods, wares, equipment or property within a reasonable time, and as a result, the repair and restoration is delayed. There shall also be no abatement of rent if the negligence or willful act of Tenant, its agents, clients or employees caused the fire or other casualty that damaged the premises. If Tenant uses any part of the premises for storage during the period of repair, Tenant shall pay a reasonable charge. If the premises are destroyed to the extent of more than one-half of the value, the Landlord may at its option terminate the lease by a written notice to Tenant.
8. Tenant shall indemnify and hold harmless Macomb County and its officers and employees, from any and all claims, lawsuits, losses, damage or injury to persons or property of whatever kind and nature, whether direct or indirect, arising out of the operation of this agreement or tenant's business to be operated on the premises, or the carelessness, negligence, intentional act, or improper conduct of the Tenant, its agents, licensees, invitees, or employees, which responsibility shall not be limited to the insurance coverage provided herein. Tenant will procure and keep in effect during the term of the lease insurance for the benefit of Macomb County as follows:

<u>Type</u>	<u>Coverage</u>	<u>Limits</u>
Comprehensive General Liability	Macomb County named as additional insured	\$1,000,000/ \$1,000,000

Tenant will provide Landlord with certificates evidencing of the policies and will notify Landlord of any material changes. The insurance policies may not be cancelled or not renewed without first providing the Landlord with 60 days notification of cancellation or non-renewal.

9. Tenant will, at its own expense, during the continuation of this lease, keep the premises in good repair and, at the expiration of the term, deliver the premises in the same condition as when taken, reasonable wear and tear excepted. Tenant shall not make any alterations, additions, or improvements to the premises without the Landlord's written consent. All alterations, additions or improvements made by either party, except movable furniture and trade fixtures put in at the expense of Tenant, shall be the property of Landlord and shall remain upon the premises at the expiration of this lease.

10. Landlord may enter the premises at reasonable times for maintenance and to install or repair pipes, wires and other appliances or make any repairs deemed by the Landlord to be essential to the use and occupancy of other parts of Landlord's building.
11. Tenant shall not perform any acts or carry on any practices that may injure the building or be a nuisance to other offices in the building. Tenant shall not obstruct or restrict access to any common areas, including the entrance and hallway in Suite 4. Notwithstanding any other provision in this lease all damage done to the Verkuilen Building by the Tenant or any person who may be in or upon the premises with the consent, invitation or license of the tenant shall be paid for by the tenant.
12. Tenant, at its own expense, shall comply promptly with all laws, orders, regulation or ordinances of all municipal, county and state authorities affecting the premises and the cleanliness, safety, occupation and use of same.
13. Tenant acknowledges that it has examined the premises prior to the taking of this lease, and knows the condition of the premises. Landlord has made no representations as to the condition or state of repairs that are not expressed in this lease. Tenant accepts the leased premises in their present condition, "as is", as of the date of execution of this lease.
14. In the event Tenant holds over after termination of this lease, the tenancy shall be from month to month in the absence of a written agreement.
15. All signs and advertising displayed in and about the premises shall only be those that advertise the business in the premises and the Landlord shall control the character and size of the signs and advertising. No sign shall be displayed unless the Landlord approves it in writing.
16. Landlord, at its own cost and expense, shall make all necessary repairs and replacement to the roof, outer walls, (including common walls), exterior and structure of the building, including any HVAC, electrical or plumbing within the walls of the suite and leading into the suite.
17. Tenant shall be responsible to repair and maintain the interior walls, carpeting/floor covering, fixtures, doors and all associated hardware and accessories of the leased premises. Landlord shall have the right to enter the premises at any reasonable hour for inspection purposes. If Landlord deems any such repairs are necessary, it may demand that Tenant make the repairs. If Tenant refuses or neglects to commence and complete the repairs with reasonable dispatch, the Landlord may make or cause to be made such repairs and shall not be responsible to Tenant for any loss or damage that may accrue to its business. If the Landlord makes the repairs, the Tenant will pay on demand to Landlord the cost of the repairs with interest at 7% per annum. If Tenant defaults in the payment of the cost, Landlord shall have the remedies provided for in this lease.

18. By paying the rent and observing all the terms and conditions of this lease, Tenant shall peaceably and quietly have, hold and enjoy the premises during the term and any extension or renewal of this Lease.
19. The failure of Landlord or Tenant to require strict performance by the other of any term or condition of this lease is not a waiver for the future of any breach of the same or any other term or condition. Landlord's acceptance of rent is not a waiver of any breach by Tenant.
20. To the extent permitted by law, the rights and remedies of Landlord are cumulative, and the exercise of any one of them will not be deemed to be in exclusion of any other. The rights and remedies are in addition to any other rights and remedies available to Landlord at law or equity.
21. All employees, clients and visitors of Tenant must comply with the County's policies and procedures relating to facility security.
22. Tenant shall not assign, transfer or encumber this lease, nor sublet the premises, nor permit the occupation by others, without on each occasion obtaining the prior written consent of Landlord. Consent of Landlord on any one occasion shall not be deemed a waiver of the necessity for consent on any other occasion. Notwithstanding any assignment or subletting, Tenant shall remain primarily liable for the payment of rent and the performance of all terms and conditions of this Lease. Any attempt to assign or sublet without Landlord's consent shall be void and shall entitle Landlord, at its option, to terminate this Lease.
23. Tenant shall be in default of this Lease upon the occurrence of any one of the following events:
 - A. failure to pay any installment of rent or any other amount required herein which shall continue for 7 days after the same is due;
 - B. failure to perform or observe any other covenant, term or condition of this Lease which shall not be corrected within 15 days after written notice from Landlord, or for such longer period as may be reasonably necessary to correct such default;
 - C. abandonment or cessation of business operations at the premises by Tenant;
 - D. any misrepresentation or omission of or on behalf of Tenant made to Landlord in connection with this Lease;
 - E. the taking of the leasehold created hereby on execution or by other process of law;
 - F. insolvency or failure of Tenant to generally pay its debts as they become due;

- G. assignment for the benefit of creditors, or appointment of a receiver or other officers for, all or any part of Tenant's property; or
 - H. adjudication of bankruptcy or filing of a petition under any bankruptcy or debtor's relief law by or against Tenant.
24. Upon any default by Tenant, Landlord may, at its option, terminate this Lease and/or commence eviction proceedings. Upon any such default, Landlord shall also have the right to enter the premises, without demand or notice, and repossess the same and expel Tenant and any other occupants and their effects, either with or without terminating this Lease. Any entry may be with or without process of law, by force if necessary, or otherwise according to law. No entry shall subject Landlord to any liability for trespass or damages. No act or failure to act by Landlord shall waive any remedies that Landlord may have for arrears of rent or breach of covenant or release Tenant from any liability whatsoever.
25. Upon any termination or entry as above, Tenant shall indemnify Landlord against all loss of rents and other amounts which Landlord may incur over the remainder of the term in addition to paying all overdue rent and other payments. Tenant shall also pay to Landlord all costs and expenses incurred by Landlord by reason of Tenant's default including, without limitation, attorney's fees, costs of regaining possession and re-letting the Premises, broker's fees, storage fees and repairing and cleaning costs.
26. If any provision of this Lease shall be invalid or unenforceable, the remaining provisions shall remain in full force and effect.
27. The parties acknowledge that they have read and understand the terms of this lease. This lease contains the entire agreement and understanding between the parties regarding the premises and is subject to no agreements, conditions or representations that are not expressly set forth. This lease may only be amended in writing and signed by both Landlord and Tenant.
28. Tenant shall have the option to terminate this lease upon the following terms and conditions:
- A. Tenant loses more than 50% of its total current annual funding for the Civil Law Group and can verify in writing with supportive documentation its loss, and,
 - B. Tenant gives Landlord written notice of Tenant's election to exercise the Termination Option together with such supportive documentation specified above. The notice shall provide a date tenant will vacate the premises which shall not be less than 30 days from the date the notice is sent.
29. In the event that the co-tenant in Suite 4 either voluntarily or involuntarily vacates the premises, Tenant shall have an option to lease the space vacated in Suite 4 by the co-tenant. In the event this option is exercised, Tenant shall pay gross rent per square foot for the additional space under the same terms and conditions as are

applicable to this lease. Tenant shall have a minimum of 60 days after written notification that co-tenant has vacated to exercise this option. If Tenant does not exercise this option within 60 days and the period to consider the option is not extended in writing by the Landlord, the Landlord may re-let the portion vacated by the co-tenant or use the space for its own purposes. Tenant, the landlord and any co-tenant shall respect the sensitive and confidential nature of each others' respective businesses.

30. Macomb County Commission shall place signage on the outside of suite 4 that clearly identifies that both Legal Aid and Lakeshore occupy the suite. In the event that Lakeshore should vacate the premises and a new tenant take occupancy of Suite 4 new signage will be posted which shall make the same distinction between LADA and new tenant.

WITNESSED BY

MACOMB COUNTY

By: _____
William A. Crouchman, Chairperson
Board of Commissioners

**LEGAL AID AND DEFENDER
ASSOCIATION INC.**

By: _____
Deierdre L. Weir, Executive Director

RECYCLABLE PAPER

RESOLUTION NO: _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: authorize the publication of the proposed Articles of Incorporation of the County of Macomb Zoological Authority.

INTRODUCED BY: Commissioner Betty Slinde, Chairperson, Finance Committee

See attached report

COMMITTEE/MEETING DATE

Finance 4-16-08



CORPORATION COUNSEL

ADDED

1 S. Main St., 8th Floor
Mount Clemens, Michigan 48043
586-469-6346 Fax 586-307-8286

08 APR 15 AM 9:33

Corporation Counsel
George E. Brumbaugh, Jr.

Assistant Corporation Counsel
Lucy Kaiser
Frank Krycia
James S. Meyerand
Jill K. Smith

MEMORANDUM

To: Finance Services Committee

From: Jill K. Smith
Assistant Corporation Counsel

Subject: Formation of Macomb County Zoological Authority

Date: April 15, 2008

Bond Counsel for the County reviewed the proposed Articles of Incorporation and made minor recommendations. Those recommendations have been incorporated into the attached Articles of Incorporation for your review and approval.

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

ARTICLES OF INCORPORATION
COUNTY OF MACOMB ZOOLOGICAL AUTHORITY

These Articles of Incorporation of the County of Macomb Zoological Authority are adopted by the County of Macomb for the purpose of creating a local authority under the provisions of Act 49 of the Public Acts of 2008, MCL 123.1161 *et seq.*

ARTICLE I
NAME

The name of this Authority is the "County of Macomb Zoological Authority".

ARTICLE II
INCORPORATING UNIT

The incorporating unit creating the Authority is the County of Macomb, Michigan.

ARTICLE III
PURPOSE

The Authority is created for the purpose of supporting wildlife conservation and animal welfare and to provide the residents of Macomb County with unique, meaningful and educational experiences involving the appreciation and stewardship of nature.

ARTICLE IV
POWERS AND DUTIES

Section 1. The Authority shall be a public body corporate with power to sue and be sued in its own name in any court of the State of Michigan.

Section 2. The Authority may adopt and amend by-laws for the regulation of its affairs and the conduct of its business.

Section 3. The Authority shall have the power to: (a) contract for zoological services with an accredited zoological institution; (b) levy a tax as provided in Section 13 2008 PA 49, MCL 123.1173; (c) enter into contracts incidental or necessary to carry out the purpose of 2008 PA 49; and/or (d) contract for or retain professional services.

Section 4. The Authority cannot obtain an interest in real property or participate in the governance of an accredited zoological institution.

Section 5. The business that the Authority performs shall be conducted at a public meetings of the Authority held in compliance with the open meetings Act, 1976 PA 267. Public notice of the time, date, ad place of the meeting shall be given in the manner required by the open meetings act 1976 PA 267, MCL 15.261 *et seq.*

Section 6. A writing prepared, owned, or used by the Board in the performance of an official function shall be made in compliance with the Freedom of Information Act, 1976 PA 442, MCL 15.231 *et seq.*

Section 7. The enumeration of specific powers in 2008 PA 49 shall not be construed as a limitation on the general powers of this Authority.

ARTICLE V MEMBERSHIP

Appointment

Section 1. The Authority shall be directed and governed by a Board consisting of five (5) members. The members shall be appointed by the Chairperson of the Macomb County Board of Commissioners with the concurrence of the Macomb County Board of Commissioners.

Eligibility

Section 2. A member must be at least 18 years of age and a resident of the County of Macomb.

Term of Office

Section 3. The terms of the members constituting the first Board shall be for three (3) years. The terms of succeeding members shall be for two (2) years. The initial terms of each member shall commence upon acceptance of the appointment and shall terminate on March 31st 2011. The terms of succeeding members shall commence on April 1st. A member shall serve until his or her successor is appointed.

Compensation

Section 4. Members of the Board shall not receive compensation for services as members of the board, but are entitled to reimbursement for reasonable expenses, including expense for travel previously authorized by the Board, incurred in discharge of his or her duties, as provided in Section 9 of 2008 PA 49, MCL 123.1169.

Vacancy

Section 5. A vacancy occurs on the Board on the happening of any of the events set forth in section 3 of 1846 RS 15, MCL 201.3. Members of the Board may be removed by the Macomb County Board of Commissioners for good cause after a public hearing. Vacancies occurring in the membership of the Board shall be filled in the same way that the original appointment is made and shall be for the period of the unexpired term.

Organization

Section 6. At its first meeting, the Board shall elect a chairperson, a secretary, a treasurer, and any other officers it considers necessary.

ARTICLE VI
PUBLICATION

The County Clerk for the County of Macomb, Michigan shall cause a copy of these Articles of Incorporation to be published once in the Macomb Daily, a newspaper of general circulation within the County of Macomb, and to be filed with the Secretary of State.

ARTICLE VII
AMENDMENTS

Amendments may be made to these Articles of Incorporation as provided in 2008 PA 49.

ARTICLE VIII
TERM

The term of this Authority shall be perpetual.

ARTICLE IX
DISSOLUTION

This Authority may be dissolved by a majority vote of the members appointed and serving. Upon dissolution, the Authority shall only distribute its net assets after payment of debts to an accredited zoological institution.

ARTICLE X
EFFECTIVE DATE

These Articles of Incorporation shall take effect upon filing with the Secretary of State.



CORPORATION COUNSEL

1 S. Main St., 8th Floor
Mount Clemens, Michigan 48043
586-469-6346 Fax 586-307-8286

Corporation Counsel
George E. Brumbaugh, Jr.

Assistant Corporation Counsel
Lucy Kaiser
Frank Krycia
James S. Meyerand
Jill K. Smith

MEMORANDUM

To: Betty Slinde, Chairman
Finance Services Committee

From: Jill K. Smith
Assistant Corporation Counsel

Subject: Formation of Macomb County Zoological Authority

Date: April 8, 2008

On March 27, 2008, the Legislature passed the Zoological Authorities Act. This act provides for the establishment of a county zoological authority and the authorization of a property tax by the zoological authority for the purpose of providing revenue to an accredited zoological institution.

This office was requested to prepare proposed Articles of Incorporation for a County of Macomb Zoological Authority. The act requires that articles of incorporation first be published in a newspaper generally circulated within the county before final adoption by the Board of Commissioners.

It is my understanding that the August primary is the targeted date for a ballot proposal on the question of a tax for an accredited zoological institution. If the Board of Commissioners decides to establish a zoological authority, then the Board must authorize publication of the proposed Articles of Incorporation at the April 17th Board meeting and adopt the proposed Articles at the May 15th Board meeting. Certification of ballot proposal language by the authority must occur by May 20th.

Attached are the proposed Articles of Incorporation.

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegghem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

ARTICLES OF INCORPORATION
COUNTY OF MACOMB ZOOLOGICAL AUTHORITY

These Articles of Incorporation of the County of Macomb Zoological Authority are adopted by the County of Macomb for the purpose of creating a local authority under the provisions of Act 49 of the Public Acts of 2008, MCL 123.1161 *et seq.*

ARTICLE I
NAME

The name of this Authority is the "County of Macomb Zoological Authority".

ARTICLE II
INCORPORATING UNIT

The incorporating unit creating the Authority is the County of Macomb, Michigan.

ARTICLE III
PURPOSE

The Authority is created for the purpose of supporting wildlife conservation and animal welfare and to provide the residents of Macomb County with unique, meaningful and educational experiences involving the appreciation and stewardship of nature.

ARTICLE IV
POWERS AND DUTIES

Section 1. The Authority shall be a public body corporate with power to sue and be sued in its own name in any court of the State of Michigan.

Section 2. The Authority may adopt and amend by-laws for the regulation of its affairs and the conduct of its business.

Section 3. The Authority shall have the power to: (a) contract for zoological services with an accredited zoological institution; (b) levy a tax as provided in Section 13 2008 PA 49, MCL 123.1173; (c) enter into contracts incidental or necessary to carry out the purpose of 2008 PA 49; and/or (d) contract for or retain professional services.

Section 4. The Authority cannot obtain an interest in real property or participate in the governance of an accredited zoological institution.

Section 5. The business that the Authority performs shall be conducted at a public meetings of the Authority held in compliance with the open meetings Act, 1976 PA 267. Public notice of the time, date, ad place of the meeting shall be given in the manner required by the open meetings act 1976 PA 267, MCL 15.261 *et seq.*

Section 6. A writing prepared, owned, or used by the Board in the performance of an official function shall be made in compliance with the Freedom of Information Act, 1976 PA 442, MCL 15.231 *et seq.*

ARTICLE V MEMBERSHIP

Appointment

Section 1. The Authority shall be directed and governed by a Board consisting of five (5) members. The members shall be appointed by the Chairperson of the Macomb County Board of Commissioners with the concurrence of the Macomb County Board of Commissioners.

Eligibility

Section 2. A member must be at least 18 years of age and a resident of the County of Macomb.

Term of Office

Section 3. The terms of the members constituting the first Board shall be for three (3) years. The terms of succeeding members shall be for two (2) years. The initial terms of each member shall commence upon acceptance of the appointment and shall terminate on March 31st 2011. The terms of succeeding members shall commence on April 1st. A member shall serve until his or her successor is appointed.

Compensation

Section 4. Members of the Board shall not receive compensation for services as members of the board, but are entitled to reimbursement for reasonable expenses, including expense for travel previously authorized by the Board, incurred in discharge of his o her duties, as provided in Section 9 of 2008 PA 49, MCL 123.1169.

Vacancy

Section 5. A vacancy occurs on the Board on the happening of any of the events set forth is section 3 of 1846 RS 15, MCL 201.3. Members of the Board may be removed by the Macomb

County Board of Commissioners for good cause after a public hearing. Vacancies occurring in the membership of the Board shall be filled in the same way that the original appointment is made and shall be for the period of the unexpired term.

Organization

Section 6. At its first meeting, the Board shall elect a chairperson, a secretary, a treasurer, and any other officers it considers necessary.

ARTICLE VI PUBLICATION

The County Clerk for the County of Macomb, Michigan shall cause a copy of these Articles of Incorporation to be published once in the Macomb Daily, a newspaper of general circulation within the County of Macomb, and to be filed with the Secretary of State.

ARTICLE VII AMENDMENTS

Amendments may be made to these Articles of Incorporation as provided in 2008 PA 49.

ARTICLE VIII TERM

The term of this Authority shall be perpetual.

ARTICLE IX EFFECTIVE DATE

These Articles of Incorporation shall take effect upon filing with the Secretary of State.

RECYCLABLE PAPER

MACOMB COUNTY CONFERENCE/EMPLOYEE TRAINING REQUEST

RECEIVED

(Submit directly to Board of Commissioners Office at least one month preceding the date of the conference.

REQUESTING DEPARTMENT: Macomb County Community Services Agency
 CONFERENCE TITLE: Transforming School Communities: Voices for Student Health
 CONFERENCE SPONSORED BY: National Association for School Nurses

APR 07 2008

MACOMB COUNTY
FINANCE

CONFERENCE CLASSIFICATION: (circle one) XX Professional Conference Employee Training

CONFERENCE LOCATION: Albuquerque, New Mexico

TRAVEL BEGINS June 26 2008 TRAVEL ENDS July 1 2008
 MONTH DAY YEAR MONTH DAY YEAR

NUMBER OF PERSONS ATTENDING AT COUNTY EXPENSE: 1 COMMISSION MEMBER
 STAFF MEMBERS

ESTIMATED EXPENSES	PER PERSON	TOTAL
REGISTRATION FEES	\$ <u>\$515:by May 2</u>	<u>\$515:by May 2</u>
TRANSPORTATION: COUNTY VEHICLE <input type="checkbox"/> AIRPLANE <input checked="" type="checkbox"/> PERSONAL VEHICLE <input type="checkbox"/>	\$ <u>\$550.</u>	<u>\$550.</u>
LODGING-BEGINS <u>June 26 2008</u> ENDS <u>July 1 2008</u> Month Day Year Month Day Year	\$ <u>\$145.60 / night</u> <u>X 5</u>	<u>\$728.</u>
MEALS:.....	\$ <u>\$728.</u>	<u>\$728.</u>
MISCELLANEOUS EXPENSES:.....	\$ <u>\$186 (\$31 x 6)</u>	<u>\$186</u>
	Mileage to airp. \$41.77	<u>\$41.77</u>
	Parking @ airp. \$60 (\$10/day)	<u>\$60.</u>
SUB TOTAL - CONFERENCE EXPENSES	\$ <u>\$2080.77</u>	<u>\$2080.77</u>
PER DIEM:.....	\$ _____	\$ _____
OVERTIME:.....	\$ _____	\$ _____
TOTAL ESTIMATED EXPENSE	\$ <u>\$2080.77</u>	<u>\$2080.77</u>

SIGNATURE OF DEPARTMENT HEAD

Frank Taylor

DATE

4/4/08

- 1 Not to exceed cost of tourist class air fare
- 2 Not to exceed \$_____ per day
- 3 Not to exceed one day travel plus the duration of the conference
- 4 Calculate cost of any overtime anticipated as a result of the request

Fund No 30389306 Org. No. 86328
NO COUNTY FUNDS

HEAD START TECH/TRN

(FOR FINANCE OFFICE USE ONLY)

Budgetary Analysis

Budgeted..... \$ 11,571.
 Less:

Conference Expenses Approved to Date \$ 7,240.
 Other Department Requests in Process \$ 0-
 This Request \$ 2,081.

Sub Total \$ 9,321.
 \$ 2,250.

BALANCE AVAILABLE (DEFICIT)

TO: Betty Slinde Chairman
Finance Committee Committee
FROM: Frank T. Taylor Director
Macomb County Community Services Agency Department
DATE: _____

SUBJECT: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the
Transforming School Communities: Voices for Student Health Conference/seminar
starting on June 26, 2008 ending July 1, 2008

NAME	CLASSIFICATION
<u>Patricia Rajnish</u>	<u>RN - Health Coordinator</u>
_____	_____
_____	_____
_____	_____

(If more room is required, attach separate sheet)

The benefit to Macomb County from attendance of the above-named individual(s) at the conference/seminar is detailed below:

As a Registered Nurse and the Health Coordinator for the MCCSA Head Start program, it benefits the program to have the RN familiar with current research and findings related to school nursing practice. The conference will provide information about the latest efforts to promote health and prevent disease and disability in the school community. Discussions will include collaborative practices to support prevention policies and wellness issues facing school communities. A pre-conference session covers the subject of caring for diabetic students in the school setting; something our program is now encountering in Head Start classrooms.

Head Start Performance Standards require a major focus on well-child, health maintenance and prevention. The information from this conference will benefit the classroom, families, and program staff. It also promotes professional growth of a Registered Nurse.

 Department Head
Macomb County Community Services Agency Department

Files/conference training request

MACOMB COUNTY CONFERENCE/EMPLOYEE TRAINING REQUEST

RECEIVE

APR 07 2008

MACOMB COUNTY
FINANCE

(Submit directly to Board of Commissioners Office at least one month preceding the date of the conference)

REQUESTING DEPARTMENT: Macomb County Community Services Agency

CONFERENCE TITLE: GRANT FUNDED PROGRAMS MANAGEMENT CONFERENCE

CONFERENCE SPONSORED BY: WIPFLI-CPA & CONSULTANTS

CONFERENCE CLASSIFICATION: (circle one) Professional Conference Employee Training

CONFERENCE LOCATION: LAS VEGAS, NEVADA

7/7/08

7/11/08

TRAVEL BEGINS

TRAVEL ENDS

MONTH DAY YEAR

MONTH DAY YEAR

NUMBER OF PERSONS ATTENDING AT COUNTY EXPENSE: 2

COMMISSION MEMBER
STAFF MEMBERS

ESTIMATED EXPENSES

PER PERSON

TOTAL

REGISTRATION FEES \$ 750 1,500

TRANSPORTATION: COUNTY VEHICLE ☐ AIRPLANE ☒ PERSONAL VEHICLE ☒ 51 (MILEAGE) 51

7/7/08 7/10/08 \$ 350 AIR FARE 700

LODGING-BEGINS ENDS \$ 600 1200

Month Day Year Month Day Year

MEALS:.....\$31/DAY X 5 DAYS \$ 155 310

MISCELLANEOUS EXPENSES:.....AIRPORT PARKING \$20/DAY..... \$ 100 100

SUB TOTAL - CONFERENCE EXPENSES \$

PER DIEM:..... \$ \$

OVERTIME:..... \$ \$

TOTAL ESTIMATED EXPENSE \$ 2,006 3,861

SIGNATURE OF DEPARTMENT HEAD

Frank Taylor

DATE

GRANT FUNDED

1 Not to exceed cost of tourist class air fare

2 Not to exceed \$_____ per day

3 Not to exceed one day travel plus the duration of the conference

4 Calculate cost of any overtime anticipated as a result of the request

ORG/KEY.30389305 OBJ. No. 86322

NO COUNTY FUNDS

HEAD START

(FOR FINANCE OFFICE USE ONLY)

Budgetary Analysis

Budgeted..... \$ 4,000.

Less:

Conference Expenses Approved to Date \$ -0-

Other Department Requests in Process \$ -0-

This Request \$ 3,861.

Sub Total \$ 3,861.

BALANCE AVAILABLE (DEFICIT) \$ 139.

TO: Betty Slinde Chairman
Finance Committee Committee
FROM: Frank T. Taylor Director
Macomb County Community Services Agency Department
DATE: _____

SUBJECT: Conference and Seminar Request

I herewith request that the following individuals(s) be authorized to attend the
GRANT FUNDED PROGRAM MANAGEMENT CONFERENCE Conference/seminar
starting on 7/7/08 TO 7/11/08

NAME	CLASSIFICATION
<u>KATHLEEN NICOSIA</u>	<u>EDUCATION SPECIALIST/PROGRAM ASST.</u>
<u>MADELEINE OLSZAK</u>	<u>FISCAL ADMINISTRATIVE ASSISTANT</u>
_____	_____
_____	_____

(If more room is required, attach separate sheet)

The benefit to Macomb County from attendance of the above-named individual(s) at the conference/seminar is detailed below:

The reauthorization of Head Start has brought about changes to the regulations that govern the program. Greater emphasis is being placed on fiscal accountability and governance for the program. This conference will provide information and training to remain in compliance with Federal Regulations. It will also address issues/ideas on operating the program in the most efficient and cost effective way.


Macomb County Community Services Agency

Frank T. Taylor, Director-Department Head
Department

Files/conference training request

Macomb County, Michigan
Conference/Employee Training Request

(Submit directly to the Finance Department at least 2 weeks prior to the date of the next Finance Committee meeting)

Requesting Department: FRIEND OF THE COURT

Conference Title: 24th Annual Referees' Association of Michigan Conference

Sponsored by: Referees' Association of Michigan

Conference Classification: ☐ Professional ☐ Employee Training

Conference Location: Stafford's Perry Hotel, Petoskey, Michigan

Travel Begins: May 21 2008
Month Day Year

Travel Ends: May 23 2008
Month Day Year

Number of Persons Attending At County Expense:

Board Members	<u>0</u>
Staff Members	<u>3</u>
Total	<u>3</u>

ESTIMATED EXPENSES

	Per Person	Total
Registration Fees:.....	\$ 150.00	\$ 450.00
Transportation:(1)		
<input type="checkbox"/> County Vehicle <input type="checkbox"/> Airplane <input checked="" type="checkbox"/> Personal Vehicle	249.60	748.80
Lodging:		
Begins: <u>May 23 2007</u> Month Day Year		
Ends: <u>May 24 2007</u> Month Day Year	162.00	486.00
Meals:(2).....	93.00	279.00
Miscellaneous:.....		
Subtotal - Conference Expenses.....	654.60	1,963.80
Per Diems:(3).....		
Overtime:(4).....		
Total Estimated Expenses:.....	\$ 654.60	\$ 1,963.80

Department Head Signature Lynn M. Davidson Date March 31, 2008

Lynn M. Davidson, Friend of the Court

1 Not to exceed cost of tourist class air fare
3 Not to exceed one day travel plus duration of the conference

2 Not to exceed authorize per day rate
4 Calculate cost of any overtime anticipated as a result of this request

(For Finance Department Use Only)
Budgetary Analysis

Department Budget
Less: Conference Expense Approved To Date
Other Department Requests in Process
This Request

<u>1,950.</u>	<u>4,300.</u>
<u>0-</u>	
<u>1,964.</u>	<u>3914.</u>
	<u>386.</u>

Balance Available (Deficit)

To: Betty Slinde
Finance Committee

From: Lynn M. Davidson
Friend of the Court

Date: March 31, 2008

Subject: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the 24th Annual Referees' Association of Michigan conference/seminar, starting on May 21, 2008

<u>Name</u>	<u>Classification</u>
<u>To Be Determined - 3 Staff</u>	<u>Referee</u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

The benefit to macomb County from attendance of the above-named individual(s) at this conference/seminar is detailed below:

The Referees' Association of Michigan annually provides continuing legal education for Family Court Referees statewide. The 2008 agenda is tailored to meet the needs of Referees in providing legislation updates affecting the Court in the domestic relations area of the law as well as information on defusing high-conflict divorce, evidence, child support in child welfare cases, and Friend of the Court enforcement. This valuable training will provide timely information necessary for the Friend of the Court Referee staff to continue to stay abreast of developments in domestic relations law. Considering the complex family dynamics and inter-related issues facing Referees in the Family Court, this training opportunity is a very important tool for our County's Referee staff. This seminar is funded, in part, by outside sources and this training seminar represents a significant part of continuing legal education for Referees. The amount requested has been allocated for in the Friend of the Court Budget.

Respectfully submitted,


Lynn M. Davidson, Director
Friend of the Court Office

MACOMB COUNTY
CONFERENCE/EMPLOYEE TRAINING REQUEST

RECEIVED

(Submit directly to the Finance Department at least two weeks prior to the date of the next Finance Committee meeting.)

REQUESTING DEPARTMENT: HEALTH (60108)
CONFERENCE TITLE: ENVIRONMENTAL PUBLIC HEALTH LEADERSHIP INSTITUTE
CONFERENCE SPONSORED BY: CENTERS FOR DISEASE CONTROL

CONFERENCE CLASSIFICATION: (circle one) Professional Conference Employee Training
CONFERENCE LOCATION: GRAND CANYON, ARIZONA

TRAVEL BEGINS: MAY 5, 2008 TRAVEL ENDS: MAY 9, 2008
Month Day Year Month Day Year

NUMBER OF PERSONS ATTENDING: _____ COMMISSION MEMBERS
1 STAFF MEMBERS

ESTIMATED EXPENSES	PER PERSON	TOTAL
REGISTRATION FEES	\$ _____	\$ 0.00
TRANSPORTATION ¹ : _____ County _____ Airplane _____ Personal Vehicle Vehicle	\$ _____	\$ 0.00
LODGING: Begins _____ Ends _____ Month Day Year Month Day Year	\$ _____	\$ 0.00
MEALS ²	\$ _____	\$ 0.00
MISCELLANEOUS EXPENSES (Gasoline)	\$ _____	\$ 0.00
SUB TOTAL - CONFERENCE EXPENSES	\$ _____	\$ 0.00
PER DIEM ³	\$ _____	\$ 0.00
OVERTIME ⁴	\$ _____	\$ 0.00
TOTAL ESTIMATED EXPENSE	\$ _____	\$ 0.00

22160108 SIGNATURE OF DEPARTMENT HEAD [Signature] DATE 3/28/08

- 1 Not to exceed cost of tourist class air fare.
- 2 Not to exceed authorize per day rate.
- 3 Not to exceed one day travel plus the duration of the conference.
- 4 Calculate cost of any overtime anticipated as a result of this request.

NO COST TO COUNTY

(For Finance Department Use Only)
Budgetary Analysis

Department Budget \$ 30,630.00
Less: Conference Expenses Approved to Date \$ 1717.80
Other Department Requests in Process \$ 0
This Request \$ 0
SUB TOTAL \$ 1717.80
Balance Available (Deficit) \$ 28,912.20

TO: Elizabeth M. Slinde, Chairperson
Finance, Committee
FROM: Thomas J. Kalkofen, M.P.H., Director/Health Officer
Macomb County Health Department
DATE: March 27, 2008
SUBJECT: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the Environmental Public Health Leadership Institute conference/seminar starting on May 5, 2008.

NAME

CLASSIFICATION

Gary R. White

Director, Environmental Health Services

The benefit to Macomb County from attendance of the above-named individual(s) at the conference/seminar is detailed below:

Mr. White will use the experience gained through attendance at the Environmental Public Health Leadership Institute to increase the ability of the Macomb County Health Department to deliver essential environmental public health services.

Respectfully submitted,



Department Head

Health Department

**MACOMB COUNTY
CONFERENCE/EMPLOYEE TRAINING REQUEST**

Submit directly to the Board of Commissioners Office at least one month preceding the date of the conference.

RECEIVED

REQUESTING DEPARTMENT: Health MAR 25 2008
CONFERENCE TITLE: 2008 National WIC Association Conference MACOMB COUNTY
CONFERENCE SPONSORED BY: National WIC Association FINANCE
CONFERENCE CLASSIFICATION: ☒ Professional Conference ☐ Employee Training
CONFERENCE LOCATION: Minneapolis, MN
TRAVEL BEGINS: 05 25 2008 TRAVEL ENDS: 05 29 2008
Month Day Year Month Day Year
NUMBER OF PERSONS ATTENDING AT COUNTY EXPENSE: 1 COMMISSION MEMBERS
STAFF MEMBERS

ESTIMATED EXPENSES

	<u>PER PERSON</u>	<u>TOTAL</u>
REGISTRATIONS FEES:	\$	\$
TRANSPORTATION:® <input type="checkbox"/> County Vehicle <input type="checkbox"/> Airplane <input type="checkbox"/> Personal Vehicle	\$	\$
LODGING: Begins <u>Month</u> <u>Day</u> <u>Year</u> Ends <u>Month</u> <u>Day</u> <u>Year</u>	\$	\$
MEALS:®	\$	\$
MISCELLANEOUS EXPENSES: Airport Parking	\$	\$ 150.00
SUBTOTAL - CONFERENCE EXPENSES:	\$	\$ 150.00
PER DIEM:™	\$	\$
OVERTIME:Σ	\$	\$
TOTAL ESTIMATED EXPENSE:	\$	\$ 150.00

SIGNATURE OF DEPARTMENT HEAD *[Signature]*

DATE 3/21/08

Fund/Org# 21960116

- 21960116
- ® Not to exceed cost of tourist class air fair.
© Not to exceed \$31.00 (effective 10-01-06) per day.
™ Not to exceed one day travel plus the duration of the conference.
Σ Calculate cost of any overtime anticipated as a result of this request.

WIC Grant

(For Finance Office Use Only)
BUDGETARY ANALYSIS

BUDGETED: \$ 13,957.00

LESS: Conference expensed approved to date \$ 1851.54
Other department requests in process \$ 0
This request \$ 150.00

SUBTOTAL: \$ 2001.54

BALANCE AVAILABLE (DEFICIT): \$ 11,955.46

(1-186)

TO: Betty Slinde , Chairperson
Finance , Committee
FROM: Thomas J. Kalkofen , Director/Health Officer
Macomb County Health , Department
DATE: 03-06-08
SUBJECT: Conference and Seminar Request

I hearewith request that the following individual(s) be authorized to attend the 2008 National WIC Association Conference

☐ conference / ☐ seminar starting on May 25, 2008

NAME

CLASSIFICATION

Martha Jarvis

Program Manager

(If more room is required, attach a separate sheet)

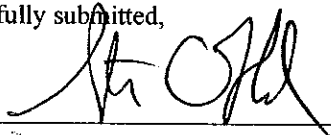
The benefit to Macomb County from attendance of the above-named individual(s) at the conference/seminar is detailed below:

The Macomb County Health Department has been awarded one (1) scholarship to attend the 2008 National WIC Association Conference, taking place this year in Minneapolis, MN. The scholarship is being provided by the Michigan Department of Community Health WIC Division and provides a rare opportunity for the WIC Coordinator (Program Manager) to attend this annual, national conference. Air transportation, ground transportation, registration fees, lodging and meals are all covered by the scholarship. Over 1,000 WIC community members who are key decision-makers representing the US Department of Agriculture, the 87 state WIC agencies, 2,000 local WIC agencies, and 109,000 WIC clinics from the nation are expected to attend the 2008 Conference. The program consists of distinguished national speakers and presenters covering topics in management, personal development, nutrition education, community healthcare, program integrity, technology, vendor relations, and future directions for the WIC Program.

Actual cost to the WIC Program grant should be minimal, including airport parking and any other expenses incurred that could not be projected.

WIC is 100% federally funded.

Respectfully submitted,



Department Head

Health

Department

br

**MACOMB COUNTY
CONFERENCE/EMPLOYEE TRAINING REQUEST**

(Submit directly to Board of Commissioners Office at least one month preceding the date of the conference.)

REQUESTING DEPARTMENT: Information Technology

CONFERENCE TITLE: Citrix Presentation Server 4.5: Administration

CONFERENCE SPONSORED BY: CDW Berbee

CONFERENCE CLASSIFICATION: Employee training

CONFERENCE LOCATION: 14115 Farmington Road, Livonia, MI 48154

TRAVEL BEGINS May 5 2008 ENDS May 9 2008
Month Day Year Month Day Year

NUMBER OF PERSONS ATTENDING AT COUNTY EXPENSE: COMMISSION MEMBERS
 2 STAFF MEMBERS

ESTIMATED EXPENSES FUNDING: 681-20401-95901	PER PERSON	TOTAL
REGISTRATION FEES	\$ <u>2,900.00</u>	\$ <u>5,800.00</u>
TRANSPORTATION: xx County <input type="checkbox"/> Airplane <input type="checkbox"/> Personal Vehicle	\$ <u>.00</u>	\$ <u>.00</u>
LODGING-Begins _____ Ends _____ Month Day Year Month Day Year	\$ <u>.00</u>	\$ <u>.00</u>
MEALS XX.....	\$ <u>.00</u>	\$ <u>.00</u>
MISCELLANEOUS EXPENSES (Airport Parking).....	\$ <u> </u>	\$ <u> </u>
SUB TOTAL - CONFERENCE EXPENSES		\$ <u> </u>
PER DIEM	\$ <u>.00</u>	\$ <u>.00</u>
OVERTIME <input type="checkbox"/>	\$ <u> </u>	\$ <u> </u>
TOTAL ESTIMATED EXPENSE.....	\$ <u>2,900.00</u>	\$ <u>5,800.00</u>

SIGNATURE OF DEPARTMENT HEAD [Signature] DATE 04/03/2008

- ☐ Not to exceed cost of tourist class air fare.
☐ Not to exceed \$31.00 (effective 10-01-04) per day.
☐ Not to exceed one day travel plus the duration of the conference
☐ Calculate cost of any overtime anticipated as a result of this request

(FOR FINANCE OFFICE USE ONLY)
Budgetary Analysis

Budgeted \$ 7,000
Less:
Conference Expenses Approved to Date \$
Other Department Requests in Process \$
This Request \$ 5,800.

BALANCE AVAILABLE (DEFICIT)
(1-186)

SUB TOTAL \$ 5,800.
\$ 1,200.

68120401/95901 COMPUTER MAINT FUND

TO: Betty Slinde, Chairperson

Finance, Committee

FROM: Cynthia N. Zerkowski

Information Technology, Department

DATE: April 2, 2008

SUBJECT: Conference & Seminar Request

I here with request that the following individual(s) be authorized to travel to Livonia, MI, for the purpose of participating in the Citrix Presentation Server 4.5 Administration on May 5 – 9, 2008.

NAME

CLASSIFICATION

Vern Richardson

PC/Network Support Specialist

David Palmer

PC/Network Support Specialist

(If more room is required, attach separate sheet)

The benefit to Macomb County from travel of the above-named individual(s) is detailed below:

CTX-1259A1 Citrix Presentation Server 4.5: Administration provides the necessary foundation to deploy and administer Citrix Presentation Server 4.5. This 5-day course covers installing and administration of Presentation Server and its components, including Web Interface, Secure Gateway, Installation Manager, Load Manager and application streaming.

Learners receive in-depth training using the Citrix Access Management Console to configure server farm and individual server settings and manage multiple farms. This course provides training for managing, implementing and deploying the Citrix Presentation Server Clients.

This course provides our staff with the knowledge required to support our new thin-client environment.

Respectfully submitted,



Department Head

Information Technology

Department

8/4/2/08

MACOMB COUNTY
CONFERENCE/EMPLOYEE TRAINING REQUEST

ADDED

(Submit directly to Board of Commissioners Office at least one month preceding the date of the conference.

RECEIVED

REQUESTING DEPARTMENT: Martha T. Berry, MCF

APR 10 2008

CONFERENCE TITLE: 2008 Spring Management Conference

MACOMB COUNTY
FINANCE

CONFERENCE SPONSORED BY: MI County Medical Care Facilities Council

CONFERENCE CLASSIFICATION: (circle one) Professional Conference Employee Training

CONFERENCE LOCATION: Harbor Springs, MI

TRAVEL BEGINS 05 19 08 TRAVEL ENDS 05 22 08
Month Day Year Month Day Year

NUMBER OF PERSONS ATTENDING AT COUNTY EXPENSE: 0 COMMISSION MEMBERS
2 STAFF MEMBERS

ESTIMATED EXPENSES	PER PERSON	TOTAL
REGISTRATION FEES	\$ <u>150.00</u>	\$ <u>300.00</u>
TRANSPORTATION: ①		
<input checked="" type="checkbox"/> County vehicle <input type="checkbox"/> Airplane <input type="checkbox"/> Personal vehicle	\$ _____	\$ _____
LODGING-BEGINS: <u>05</u> <u>19</u> <u>08</u> Ends <u>05</u> <u>22</u> <u>08</u>	\$ <u>296.70</u>	\$ <u>593.40</u>
Month Day Year Month Day Year		
MEALS: ②	\$ <u>15.00</u>	\$ <u>30.00</u>
MISCELLANEOUS EXPENSES:	\$ _____	\$ _____
SUB TOTAL - CONFERENCE EXPENSES	\$ <u>461.70</u>	\$ <u>923.40</u>
PER DIEM: ③	\$ _____	\$ _____
OVERTIME: ④	\$ _____	\$ _____
TOTAL ESTIMATED EXPENSE	\$ <u>461.70</u>	\$ <u>923.40</u>

SIGNATURE OF DEPARTMENT HEAD Joseph D. Saville DATE 04-08-08

- 1 Not to exceed cost of tourist class air fare
- 2 Not to exceed \$ per day
- 3 Not to exceed one day travel plus the duration of the conference 29167101/83001
- 4 Calculate cost of any overtime anticipated as a result of the request 95601

(FOR FINANCE OFFICE USE ONLY)
Budgetary Analysis

Budgeted \$ 11,768.
Less:
Conference Expenses Approved to Date \$ 1,386.
Other Department Requests in Process \$ —0—
This Request \$ 923. Sub Total \$ 2,309.
BALANCE AVAILABLE (DEFICIT) \$ 9,459.

TO: Commissioner B. Slind, Chairman
Finance Committee, Committee

FROM: Josephine Savalle-Dunn, Administrator
Martha T. Berry, MCF, Department

DATE: April 8, 2008

SUBJECT: Conference & Seminar Request

I herewith request that the following individual(s) be authorized to attend the
2008 Spring Management conference/seminar

starting on May 19, 2008.

<u>NAME</u>	<u>CLASSIFICATION</u>
<u>Josephine Savalle-Dunn</u>	<u>Administrator</u>
<u>Laura Brundirks</u>	<u>Director of Nursing</u>

(If more room is required, attach separate sheet)

The benefit to Macomb County from attendance of the above-named individual(s) at the conference/seminar is detailed below:

- ° As personal development
- ° For skill improvement to better their job performance
- ° To Keep current in their profession
- ° To meet the state continuing education requirements
- ° To network.

Thank you for your consideration.

Respectfully submitted,

Josephine Savalle-Dunn Department Head
Martha T. Berry, MCF Department

MACOMB COUNTY
CONFERENCE/EMPLOYEE TRAINING REQUEST

30873179
86300
RECEIVED

(Submit directly to Board of Commissioners Office at least one month preceding the date of the conference.

REQUESTING DEPARTMENT: MS02 - 44

APR 02 2008

CONFERENCE TITLE: Spring Conference 4-H

MACOMB COUNTY
FINANCE

CONFERENCE SPONSORED BY: MSU

CONFERENCE CLASSIFICATION: (circle one) Professional Conference Employee Training

CONFERENCE LOCATION: Kettunen Center - Tustin MI

TRAVEL BEGINS Wed April 30 2008 TRAVEL ENDS May 2 2008
Month Day Year Month Day Year

NUMBER OF PERSONS ATTENDING AT COUNTY EXPENSE: _____ COMMISSION MEMBERS
4 STAFF MEMBERS

ESTIMATED EXPENSES	PER PERSON	TOTAL
REGISTRATION FEES ①	\$ <u>185</u>	\$ <u>740</u>
TRANSPORTATION: <input type="checkbox"/> County vehicle <input type="checkbox"/> Airplane <input checked="" type="checkbox"/> Personal vehicle	\$ _____	\$ <u>300</u>
LODGING-BEGINS: _____ Ends _____ Month Day Year Month Day Year	\$ _____	\$ <u>0</u>
MEALS: ②	\$ _____	\$ <u>0</u>
MISCELLANEOUS EXPENSES:	\$ _____	\$ <u>0</u>
SUB TOTAL - CONFERENCE EXPENSES	\$ _____	\$ _____
PER DIEM: ③	\$ _____	\$ <u>0</u>
OVERTIME: ④	\$ _____	\$ <u>0</u>
TOTAL ESTIMATED EXPENSE	\$ _____	\$ <u>1040</u>

SIGNATURE OF DEPARTMENT HEAD Marilyn Rudzinski

DATE 4/1/08

- 1 Not to exceed cost of tourist class air fare
- 2 Not to exceed \$ _____ per day
- 3 Not to exceed one day travel plus the duration of the conference
- 4 Calculate cost of any overtime anticipated as a result of the request

Gen. Youth Development Maint

(FOR FINANCE OFFICE USE ONLY)
Budgetary Analysis

30873179/86300

Budgeted \$ 2,000.
Less:

Conference Expenses Approved to Date \$ 195.

Other Department Requests in Process \$ -0-

This Request \$ 1,040.

Sub Total \$ 1,235.

BALANCE AVAILABLE (DEFICIT) \$ 765.

TO: Betty Slinde, Chairman
Finance, Committee
FROM: Marilyn Ruzinski
MSUE, Department
DATE: 3-31-08

SUBJECT: Conference & Seminar Request

I herewith request that the following individual(s) be authorized to attend the
4-H Spring conference/seminar
starting on April 30, 2008.

<u>NAME</u>	<u>CLASSIFICATION</u>
<u>Kathy Jamieson</u>	<u>4-H Extension Educator</u>
<u>Tina Fleming</u>	<u>Program Educator</u>
<u>Karen Hakim</u>	<u>Program Educator</u>
<u>Rachel Calcaterra</u>	<u>Mentor Educator</u>

(If more room is required, attach separate sheet)

The benefit to Macomb County from attendance of the above-named individual(s) at the conference/seminar is detailed below:

The 4-H Spring Conference allows staff to stay current on new 4-H programming, network with 4-H staff across the state and participate in strategic planning for staff working with youth.

Respectfully submitted,

Marilyn Ruzinski *ML* Department Head
MSUE Department

MACOMB COUNTY
CONFERENCE/EMPLOYEE TRAINING REQUEST

309-73120-86300 \$632
309-73142-86300 \$110
\$742

(Submit directly to Board of Commissioners Office at least one month preceding the date of the conference.

RECEIVED

APR 03 2008

MACOMB COUNTY
FINANCE

REQUESTING DEPARTMENT: MSU Extension - 4C

CONFERENCE TITLE: Michigan 4C Retreat - 2008

CONFERENCE SPONSORED BY: Michigan 4C Association

CONFERENCE CLASSIFICATION: (circle one) Professional Conference Employee Training

CONFERENCE LOCATION: Holiday Inn West, Lansing, Mi

TRAVEL BEGINS May 05 2008 TRAVEL ENDS May 07 2008
Month Day Year Month Day Year

NUMBER OF PERSONS ATTENDING AT COUNTY EXPENSE: 5 COMMISSION MEMBERS
STAFF MEMBERS

ESTIMATED EXPENSES PER PERSON TOTAL

REGISTRATION FEES \$. \$

TRANSPORTATION: ☐ County ☐ Airplane ☒ Personal vehicle \$ 96.00 \$ 192.00

**Two personal vehicles @ approximate 200 miles ea. x .48/mile = 192.00

LODGING-BEGINS: 05 05 08 Ends 05 07 08 \$ 54.00 \$ 270.00
Month Day Year Month Day Year

MEALS: \$ 56.00 ** \$ 280.00

**Includes \$45 per person during 2-day retreat, plus additional \$16 per person for dinner on the way to the retreat the night before and on the way home at the end of the retreat.

MISCELLANEOUS EXPENSES: \$ \$

SUB TOTAL - CONFERENCE EXPENSES \$ \$ 742.00

PER DIEM: \$ \$

OVERTIME: \$ \$

TOTAL ESTIMATED EXPENSE \$ \$ 742.00

SIGNATURE OF DEPARTMENT HEAD Marilyn Budzinski DATE 4/1/08

1 Not to exceed cost of tourist class air fare

2 Not to exceed \$. per day

3 Not to exceed one day travel plus the duration of the conference

4 Calculate cost of any overtime anticipated as a result of the request

(FOR FINANCE OFFICE USE ONLY)

Budgetary Analysis

Budgeted \$ 742.
Less:

Conference Expenses Approved to Date \$ - 0 -

Other Department Requests in Process \$ - 0 -

This Request \$ 742.

Sub Total \$ 742.

BALANCE AVAILABLE (DEFICIT) \$ - 0 -

MSUE 4-C Grant
309-73120/86300
309-73142/86300

TO: Betty Slinde, Chairman

Finance, Committee

FROM: Marilyn Rudzinski

MSU Extension, Department

DATE: 4/1/08

SUBJECT: Conference & Seminar Request

I herewith request that the following individual(s) be authorized to attend the
Michigan 4C Retreat - 2008 conference/seminar
starting on May 5, 2008.

<u>NAME</u>	<u>CLASSIFICATION</u>
<u>Mary Frontiero</u>	<u>Coordinator II</u>
<u>Veronica Hart</u>	<u>Educator II</u>
<u>Donna LeRoy</u>	<u>Educator II</u>

(If more room is required, attach separate sheet)

The benefit to Macomb County from attendance of the above-named individual(s) at the conference/seminar is detailed below:

By staff attending this mandatory training retreat, our program will be in contract compliance and will create a statewide standard for Resource/Referral and Professional Development policies and practices allowing for increased quality of services.

Respectfully submitted,

Marilyn Rudzinski Department Head
MSU Extension Department

CONFERENCE/EMPLOYEE TRAINING REQUEST

(Submit directly to Board of Commissioners Office at least one month preceding the date of the conference.)

REQUESTING DEPARTMENT: MACOMB MSUE-4H

CONFERENCE TITLE: 2 DAY MULTICULTURAL SELF-AWARENESS WORKSHOP

CONFERENCE SPONSORED BY: MSU DIVERSITY AND MULTICULTURAL DEPT. ^{EDUCATION}

CONFERENCE CLASSIFICATION: (circle one) Professional Conference Employee Training

CONFERENCE LOCATION: MSU UNION, EAST LANSING, MI

TRAVEL BEGINS 6 4 08 TRAVEL ENDS 6 5 08
Month Day Year Month Day Year

NUMBER OF PERSONS ATTENDING AT COUNTY EXPENSE: _____ COMMISSION MEMBERS
_____ STAFF MEMBERS

ESTIMATED EXPENSES	PER PERSON	TOTAL
REGISTRATION FEES	\$ <u>40</u>	\$ <u>40</u>
TRANSPORTATION: ^① <input type="checkbox"/> County vehicle <u>186 miles</u> <input type="checkbox"/> Airplane <input checked="" type="checkbox"/> personal vehicle	\$ _____	\$ <u>84</u>
LODGING-BEGINS: <u>06</u> <u>4</u> <u>08</u> Ends <u>06</u> <u>5</u> <u>08</u>	\$ _____	\$ <u>85</u>
MEALS: ^②	\$ _____	\$ _____
MISCELLANEOUS EXPENSES:	\$ _____	\$ _____
SUB TOTAL - CONFERENCE EXPENSES	\$ _____	\$ _____
PER DIEM: ^③	\$ _____	\$ _____
OVERTIME: ^④	\$ _____	\$ _____
TOTAL ESTIMATED EXPENSE	\$ _____	\$ <u>209</u>

RECEIVED
APR 15 2008
MACOMB COUNTY
FINANCE

SIGNATURE OF DEPARTMENT HEAD Marilyn Rudzinski ^{KS} DATE 4/13/08

- 1 Not to exceed cost of tourist class air fare
- 2 Not to exceed \$ _____ per day
- 3 Not to exceed one day travel plus the duration of the conference
- 4 Calculate cost of any overtime anticipated as a result of the request

(FOR FINANCE OFFICE USE ONLY)
Budgetary Analysis

Budgeted \$ 250.
Less:

Conference Expenses Approved to Date \$ 35.

Other Department Requests in Process \$ -0-

This Request \$ 209.

Sub Total \$ 244.

BALANCE AVAILABLE (DEFICIT) \$ 6.

JAF

Grant - Teen/Peer Mentoring

TO: Betty Slinde, Chairman
Finance, Committee

FROM: Marilyn Rudzinski
MSUE, Department

DATE: 4-13-08

SUBJECT: Conference & Seminar Request

I herewith request that the following individual(s) be authorized to attend the

2 DAY MULTICULTURAL SELF-AWARENESS WORKSHOP conference/seminar

starting on JUNE 4, 2008.

NAME

CLASSIFICATION

BEULA BROWN A/K/A BEE

4-H PROGRAM EDUCATOR

(If more room is required, attach separate sheet)

The benefit to Macomb County from attendance of the above-named individual(s) at the conference/seminar is detailed below:

TO ENHANCE MY UNDERSTANDING, APPRECIATION AND
ACCEPTANCE OF DIVERSITY IN THE TARGETED POPULATIONS
THAT I SERVE AS A 4-H PROGRAM EDUCATOR.
TO INCREASE MY AWARENESS OF THE "ISMS" IN
OUR SOCIETY AND LEARN TECHNIQUES TO BE
AN AGENT OF POSITIVE CHANGE AND INCLUSIVENESS,
AS IT RELATES TO WORK-RELATED SCENARIOS.

Respectfully submitted,

Marilyn Rudzinski Department Head
MSUE Department

MACOMB COUNTY
CONFERENCE/EMPLOYEE TRAINING REQUEST

RECEIVED

APR 08 2008

(Submit directly to Board of Commissioners Office at least one month preceding the date of the conference.)

REQUESTING DEPARTMENT: Planning & Economic Development

CONFERENCE TITLE: Michigan SBTDC Network Meeting

CONFERENCE SPONSORED BY: Michigan Small Business & Technology Development Center (SBTDC)

CONFERENCE CLASSIFICATION: (circle one) Professional Conference Employee Training

CONFERENCE LOCATION: Grand Rapids, Michigan

TRAVEL BEGINS: 5 15 2008 Travel Ends 5 16 2008
Month Day Year Month Day Year

NUMBER OF PERSONS ATTENDING AT COUNTY EXPENSE: 0 COMMISSION MEMBERS
4 STAFF MEMBERS

ESTIMATED EXPENSES	PER PERSON	TOTAL
REGISTRATIONS FEES ¹ -----	\$ <u>100.00</u>	\$ <u>400.00</u>
TRANSPORTATION: <input checked="" type="checkbox"/> County Vehicle <input type="checkbox"/> Airplane <input type="checkbox"/> Personal Vehicle	\$ <u>10.00</u>	\$ <u>40.00</u>
LODGING: Begins <u>May 15, 2008</u> Ends <u>May 16, 2008</u> Month/Day/Year Month/Day/Year	\$ <u>-</u>	\$ <u>-</u>
MEALS -----	\$ <u>60.00</u>	\$ <u>240.00</u>
MISCELLANEOUS EXPENSES -----	\$ <u>20.00</u>	\$ <u>80.00</u>
³ SUB TOTAL - CONFERENCE EXPENSES -----	\$ <u>190.00</u>	\$ <u>760.00</u>
⁴ PER DIEM -----	\$ <u>-</u>	\$ <u>-</u>
OVERTIME -----	\$ <u>-</u>	\$ <u>-</u>
TOTAL ESTIMATED EXPENSE -----	\$ <u>190.00</u>	\$ <u>760.00</u>
SIGNATURE OF DEPARTMENT HEAD <u>[Signature]</u>	DATE <u>4/7/2008</u>	

- 1 Not to exceed cost of tourist class air fare
- 2 Not to exceed \$ 15 per day
- 3 Not to exceed one day travel plus the duration of the conference
- 4 Calculate cost of any overtime anticipated as a result of this request

(FOR FINANCE OFFICE USE ONLY)
Budgetary Analysis

361/80130/82300 Planning - SBTDC

Budgeted		\$ <u>2,500.</u>
Less:		
Conference Expenses Approved to Date	\$ <u>-0-</u>	
Other Department Requests in Process	\$ <u>0-</u>	
This Request	\$ <u>760.</u>	
	SUB TOTAL	\$ <u>760.</u>
BALANCE AVAILABLE (DEFICIT) -----		\$ <u>1740.</u>

TO: Elizabeth Slinde, Chairman
Finance, Committee
FROM: Stephen N. Cassin, Executive Director
Planning & Economic Development, Department
DATE: April 7, 2008
month/date/year

SUBJECT: Conference & Seminar Request

I herewith request that the following individual (s) be authorized to attend the
Michigan SBTDC Network Meeting conference/seminar

starting on May 15, 2008
month/date/year

NAME

Susan Bates
Lauren Royston
Lisa Hunter
Bob Madigan

CLASSIFICATION

Account Clerk IV
Senior Planner
Business Counseling Aide
Business Counselor

(If more room is required, attach separate sheet)

The benefit to Macomb County from attendance of the above-named individual (s) at the conference/seminar is detailed below:

The Macomb County Small Business & Technology Development Center (SBTDC) works with persons interested in starting or expanding businesses. The Macomb SBTDC provides free, confidential counseling, as well as sponsoring seminars and workshops. The Michigan SBTDC hosts a Spring Network Meeting at which staff receives professional development training. In addition, Recognition of Excellence Leadership Awards are presented. This year, Macomb County's SBTDC program won three of the seven awards being presented:

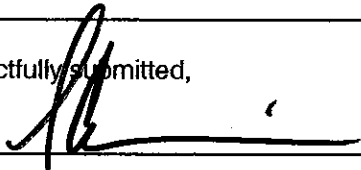
Susan Bates - 2007 Intake/Administrative Personnel of the Year

Bob Madigan - 2007 Business Counselor of the Year

Linda Geary - 2007 Partner of the Year (Ms. Geary is a CPA who volunteers her time to our program.)

These individuals will be formally recognized at an Awards Dinner on May 15.

Respectfully submitted,



Planning & Economic Development Department

Macomb County, Michigan
Conference/Employee Training Request

(Submit directly to the Finance Department at least 2 weeks prior to the date of the next Finance Committee meeting)

Requesting Department: Risk Management & Safety

Conference Title: The 2008 MSIA Spring Conference

Sponsored by: The Michigan Self-Insurers' Association

Conference Classification: Professional Employee Training

Conference Location: Acme, MI

Travel Begins: 5 28 2008 Travel Ends: 5 30 2008
Month Day Year Month Day Year

Number of Persons Attending At County Expense: Board Members _____
Staff Members 1
Total 1

RECEIVED

APR 08 2008

MACOMB COUNTY
FINANCE

ESTIMATED EXPENSES

				Per Person	Total
Registration Fees:.....				\$ 200.00	\$ 200.00
Transportation:(1)	<u>County</u> Vehicle	<u>Airplane</u>	<u>x</u> Personal Vehicle	230.88	230.88
Lodging:	Begins: <u>5</u> <u>28</u> <u>2008</u> Month Day Year				
	Ends: <u>5</u> <u>30</u> <u>2008</u> Month Day Year				
			\$159.00/ night	318.00	318.00
Meals:(2).....				31.00	31.00
Miscellaneous:.....				25.00	25.00
Subtotal - Conference Expenses.....				804.88	804.88
Per Diems:(3).....					-
Overtime:(4).....					-
Total Estimated Expenses:.....				\$ 804.88	\$ 804.88

Department Head Signature  Date April 7, 2008

1 Not to exceed cost of tourist class air fare
3 Not to exceed one day travel plus duration of the conference

2 Not to exceed authorize per day rate
4 Calculate cost of any overtime anticipated as a result of this request 101/2249/95901

JAF

(For Finance Department Use Only)
Budgetary Analysis

Department Budget		<u>2,500.</u>
Less: Conference Expense Approved To Date	<u>-0-</u>	
Other Department Requests in Process	<u>-0-</u>	
This Request	<u>805.</u>	<u>805.</u>
Balance Available (Deficit)		<u>1,695.</u>

To: Betty Slinde

Finance Committee

From: John P. Anderson, Director

Risk Management

Date: 4-7-08

Subject: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the The 2008 MSIA Spring Conference
conference/seminar, starting on 5-28-08

<u>Name</u>	<u>Classification</u>
<u>John Anderson</u>	<u>Director</u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

The benefit to macomb County from attendance of the above-named individual(s) at this conference/seminar is detailed below:

As the State of Michigan Designate for Macomb Countys' self-insured program, it is important that I attend this conference. The Michigan Self-Insured Association Spring Conference is the largest gathering of public entity self-insurers in Michigan. The most recent developments within high deductible insurance programs and workers compensation / employee safety will be addressed.

Respectfully submitted,


John Anderson, Director

Risk Mgmt Department

Macomb County, Michigan
Conference/Employee Training Request

(Submit directly to the Finance Department at least 2 weeks prior to the date of the next Finance Committee meeting)

Requesting Department: Risk Management & Safety

Conference Title: PRIMA 29th Annual Conference

Sponsored by: Public Risk Management Association

Conference Classification: Professional Employee Training

Conference Location: Anaheim, CA

Travel Begins: 6 2 2008 Travel Ends: 6 5 2008
Month Day Year Month Day Year

Number of Persons Attending At County Expense: Board Members _____
Staff Members 1
Total 1

RECEIVED

APR 08 2008

MACOMB COUNTY
FINANCE

ESTIMATED EXPENSES

				Per Person	Total
Registration Fees:					\$ -
Transportation:(1)	<u>County Vehicle</u>	<u>x</u> <u>Airplane</u>	<u>Personal Vehicle</u>	344.00	344.00
Lodging:	Begins: <u>6</u> <u>2</u> <u>2008</u>				
	Month Day Year				
	Ends: <u>6</u> <u>5</u> <u>2008</u>			583.05	583.05
	Month Day Year				
			\$194.35 / night		
Meals:(2)				93.00	93.00
Miscellaneous:				100.00	100.00
Subtotal - Conference Expenses				1,120.05	1,120.05
Per Diems:(3)					-
Overtime:(4)					-
Total Estimated Expenses:				\$ 1,120.05	\$ 1,120.05

Department Head Signature

J. Carlson

Date

April 7, 2008

- 1 Not to exceed cost of tourist class air fare
3 Not to exceed one day travel plus duration of the conference

- 2 Not to exceed authorize per day rate
4 Calculate cost of any overtime anticipated as a result of this request 10,224.01 / 95401

(For Finance Department Use Only)
Budgetary Analysis

Department Budget

Less: Conference Expense Approved To Date
Other Department Requests in Process
This Request

-0-
805.
1,120.

2,500.
1,925.
575.

Balance Available (Deficit)

To: Betty Slinde

Finance Committee

From: John P. Anderson

Risk Management & Safety

Date: 4-7-08

Subject: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the PRIMA 29th Annual Conference
conference/seminar, starting on 6-2-08

<u>Name</u>	<u>Classification</u>
<u>John P. Anderson</u>	<u>Director</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

The benefit to Macomb County from attendance of the above-named individual(s) at this conference/seminar is detailed below:

The Annual Conference is the premier Risk Management event. The most critical and cutting-edge issues facing the profession are addressed. Insightful strategies on the topics of rising healthcare costs for active / retirees as well as prescription drug management will be presented.

Respectfully submitted,



John P. Anderson, Director

Risk Mgmt Department

Macomb County, Michigan
Conference/Employee Training Request

4-4-08
OK

(Submit directly to the Finance Department at least 2 weeks prior to the date of the next Finance Committee meeting)

Requesting Department: Macomb County Sheriff's Department

Conference Title: TEOAF / IRS-CI Seminar on Pilot SAR / Title 31

Sponsored by: I.R.S.

Conference Classification: Professional Employee Training x

Conference Location: Denver, Co.

Travel Begins: April 20 2008 Travel Ends: April 25 2008
Month Day Year Month Day Year

Number of Persons Attending At County Expense: Board Members 1
Staff Members _____
Total 1

RECEIVED

APR 04 2008

MACOMB COUNTY
FINANCE

ESTIMATED EXPENSES

				Per Person	Total
Registration Fees:				\$ -	\$ -
No Registration Fee					
Transportation:(1)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	372.00	372.00
Northwest - Approx	County Vehicle	Airplane	Personal Vehicle		
Mileage					
Lodging:	Begins:	April 20 2008			
		Month Day Year			
	Ends:	April 25 2008		161.00	805.00
		Month Day Year			
Meals:(2)...	4/20 \$24.50, 4/21 \$31, 4/22 \$31, 4/23 \$31, 4/24 \$31, 4/25 \$14			162.50	\$162.50
Miscellaneous:...	Parking, Shuttle Fees			100.00	100.00
Subtotal - Conference Expenses				795.50	1,439.50
Per Diems:(3)					-
Overtime:(4)					-
Total Estimated Expenses:				795.50	1,439.50

Department Head Signature K. Lagerquist Date 4-4-08

1 Not to exceed cost of tourist class air fare
3 Not to exceed one day travel plus duration of the conference

2 Not to exceed authorize per day rate
4 Calculate cost of any overtime anticipated as a result of this request

(For Finance Department Use Only) **COST REIMBURSED BY IRS**
Budgetary Analysis

Department Budget _____
Less: Conference Expense Approved To Date _____
Other Department Requests in Process _____
This Request _____
Balance Available (Deficit) _____

To: Betty Slinde

Finance Committee

From: Mark A. Hackel

Sheriff

Date: April 4, 2008

Subject: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the TEOAF / IRS-CI Seminar on Pilot SAR/Title 31
conference/seminar, starting on April 21, 2008

<u>Name</u>	<u>Classification</u>
<u>Michael Shorkey</u>	<u>Deputy</u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

This training will provide basic financial investigations for state and local officers that participate in these selected pilot task forces. Obtaining investigative knowledge on suspicious activity reports which may lead to individuals who deposit large sums of money.

These funds will be reimbursed back to us by the IRS

SET FORFEITURE FUND - 229-30536-86202

Respectfully submitted,

USKPL
Undersheriff K. Lagerquist
Sheriff's Department

Macomb County, Michigan
Conference/Employee Training Request

(Submit directly to the Finance Department at least 2 weeks prior to the date of the next Finance Committee meeting)

Requesting Department: Macomb County Sheriff's Department

Conference Title: 45th Annual Midwest Motor Vehicle Theft Conf.

Sponsored by: 45th Annual NCRC Conference

Conference Classification: Professional Employee Training x

Conference Location: East St. Louis, Mo.

Travel Begins: May 5 2008 Travel Ends: May 8 2008
Month Day Year Month Day Year

Number of Persons Attending At County Expense: Board Members 5
Staff Members

Total 5 + 3 (not Sheriff)

ESTIMATED EXPENSES

			Per Person	Total
Registration Fees:			\$ 130.00	\$1,040.00
Transportation:(1)	<input type="checkbox"/> County Vehicle	<input checked="" type="checkbox"/> Airplane	184.00	1,472.00
Lodging:	Begins: <u>May</u> <u>5</u> <u>2008</u> Month Day Year			
	Ends: <u>May</u> <u>8</u> <u>2008</u> Month Day Year	(X 3 NIGHTS X 5 ROOMS)	79.10	1,186.50
Meals:(2)			31.00	\$992.00
Miscellaneous:				
Subtotal - Conference Expenses			424.10	4,690.50
Per Diems:(3)				-
Overtime:(4)				-
Total Estimated Expenses:			424.10	4,690.50

Department Head Signature

K. Lagerquist
Undersheriff K. Lagerquist

Date

4-1-08

- 1 Not to exceed cost of tourist class air fare
3 Not to exceed one day travel plus duration of the conference

- 2 Not to exceed authorize per day rate
4 Calculate cost of any overtime anticipated as a result of this request

22930575/96803

(For Finance Department Use Only)
Budgetary Analysis

Department Budget

Less: Conference Expense Approved To Date
Other Department Requests in Process
This Request

Balance Available (Deficit)

<u>1,839.</u>	<u>30,000.</u>
<u>-0-</u>	
<u>4,691.</u>	<u>6,530.</u>
	<u>23,470.</u>

MATS FOR FUTURE FUND

To: Betty Slinde

Finance Committee

From: Mark A. Hackel

Sheriff

Date: March 28, 2008

Subject: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the 45th Annual Midwest Motor Vehicle Theft Conf.
conference/seminar, starting on May 6, 2008

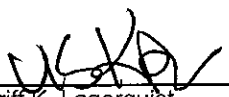
<u>Name</u>	<u>Classification</u>
<u>John Michalke</u>	<u>Lieutenant</u>
<u>Edward Mason</u>	<u>Sergeant</u>
<u>Ted Dumas</u>	<u>Deputy</u>
<u>Gerald Hanna</u>	<u>Deputy</u>
<u>Kimberly Davies</u>	<u>Clerical</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

There are 3 others going that are from other departments.

This training will cover break-out sessions on vehicle cloning, importing and exporting of vehicles, immobilizer systems, bait vehicles, fraud, vehicle identification, updated technology in auto theft investigations.

FUNDS: MATS FORFEITURE FUNDS

Respectfully submitted,


Undersheriff K. Lagerquist
Sheriff's Department

4-31-08
OKJR ✓

Macomb County, Michigan
Conference/Employee Training Request

(Submit directly to the Finance Department at least 2 weeks prior to the date of the next Finance Committee meeting)

Requesting Department: Macomb County Sheriff's Office

Conference Title: 2008 Annual Arson School

Sponsored by: IAAI - Michigan Chapter

Conference Classification: Professional Employee Training X

Conference Location: Bay City, Mi.

Travel Begins: May 19 2008 Travel Ends: May 23 2008
Month Day Year Month Day Year

Number of Persons Attending At County Expense: Board Members 4
Staff Members _____
Total 4

ESTIMATED EXPENSES

		Per Person	Total
Registration Fees:		<u>\$175.00</u>	<u>\$700.00</u>
Transportation:(1)	<input checked="" type="checkbox"/> County Vehicle <input type="checkbox"/> Airplane <input type="checkbox"/> Personal Vehicle		
Lodging:	Begins: <u>May</u> <u>19</u> <u>2008</u> Month Day Year Ends: <u>May</u> <u>23</u> <u>2008</u> Month Day Year	<u>370.96</u>	<u>741.92</u>
Meals:(2) ...5/19, \$17...5/20 \$23.50, 5/21 \$23.50, 5/22 \$23.50.....		<u>87.50</u>	<u>350.00</u>
Miscellaneous: ...Fuel.....		<u>100.00</u>	<u>100.00</u>
Subtotal - Conference Expenses.....		<u>733.46</u>	<u>1,891.92</u>
Per Diems:(3).....			-
Overtime:(4).....			-
Total Estimated Expenses:		<u>\$733.46</u>	<u>\$1,891.92</u>

Department Head Signature

Undersheriff, K. Lagerquist

Date

4-2-08

- 1 Not to exceed cost of tourist class air fare
3 Not to exceed one day travel plus duration of the conference

- 2 Not to exceed authorize per day rate
4 Calculate cost of any overtime anticipated as a result of this request 22930551/95901 - State Funds

(For Finance Department Use Only)
Budgetary Analysis

Department Budget

Less: Conference Expense Approved To Date
Other Department Requests in Process
This Request

Balance Available (Deficit)

11,445.
325.
1,892.

102,907
13,372.
89,535.

To: Betty Slinde

Finance Committee

From: Mark A. Hackel

Sheriff

Date: January 28, 2008

Subject: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the 2008 Annual Arson School
conference/seminar, starting on May 20, 2008

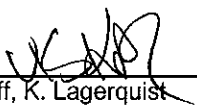
<u>Name</u>	<u>Classification</u>
<u>Mark Oermann</u>	<u>Lieutenant</u>
<u>Anthony Stone</u>	<u>Deputy</u>
<u>David Willis</u>	<u>Sergeant</u>
<u>Jeff Gentner</u>	<u>Deputy</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

The benefit to macomb County from attendance of the above-named individual(s) at this conference/seminar is detailed below:

This seminar will provide updated laws and current trends in investigations. Topics covered will include ATF Investigation Techniques, Burn Patterns, Electrical Fire Investigations, Fatal Fire Investigations, and numerous related topics.

MCOLES - 229-30551-95901

Respectfully submitted,


Undersheriff, K. Lagerquist
Sheriff's Department

Macomb County, Michigan
Conference/Employee Training Request

4-2-08
OKSL

(Submit directly to the Finance Department at least 2 weeks prior to the date of the next Finance Committee meeting)

Requesting Department: Macomb County Sheriff's Department

Conference Title: Modular Homes & Appliance Fire Investig.

Sponsored by: Michigan Arson Prevention Committee

Conference Classification: Professional Employee Training x

Conference Location: Caledonia, Mi.

Travel Begins: June 1 2008
Month Day Year

Travel Ends: June 5 2008
Month Day Year

Number of Persons Attending At County Expense: Board Members 1
Staff Members _____
Total 1

RECEIVED

APR 04 2008

MACOMB COUNTY
FINANCE

ESTIMATED EXPENSES

	Per Person	Total
Registration Fees:.....	\$ 425.00	\$ 425.00
Registration Includes Meals		
Transportation:(1) <input checked="" type="checkbox"/> County Vehicle <input type="checkbox"/> Airplane <input type="checkbox"/> Personal Vehicle		
Lodging: Begins: <u>6 1 08</u> Month Day Year		
Ends: <u>6 5 08</u> Month Day Year		
Meals:(2).....		-
Miscellaneous:....Fuel.....	50.00	50.00
Subtotal - Conference Expenses.....	475.00	475.00
Per Diems:(3).....		-
Overtime:(4).....		-
Total Estimated Expenses:.....	475.00	475.00

Department Head Signature

Undersheriff K. Lagerquist

Date

4-3-08

- 1 Not to exceed cost of tourist class air fare
3 Not to exceed one day travel plus duration of the conference

- 2 Not to exceed authorize per day rate
4 Calculate cost of any overtime anticipated as a result of this request 22930.551/95901 State Funds

(For Finance Department Use Only)
Budgetary Analysis

Department Budget

Less: Conference Expense Approved To Date
Other Department Requests in Process
This Request

11,445.
-0-
475.

102,907.
11,920.
20,987.

Balance Available (Deficit)

To: Betty Slinde

Finance Committee

From: Mark A. Hackel

Sheriff

Date: March 25, 2008

Subject: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the Modular Home & Appliance Failure Fire Investigation conference/seminar, starting on June 2, 2008

<u>Name</u>	<u>Classification</u>
<u>Anthony Stone</u>	<u>Deputy</u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

The benefit to macomb County from attendance of the above-named individual(s) at this conference/seminar is detailed below:

This training is designed to educate insurance, Fire and law enforcement personnel who investigate modular and mobile home fires. This training will consist of Building construction, fire dynamics, origin and cause investigation, legal aspects, NFPA 921, case preparation, appliances live burn exercise.

MCOLES - 229-30551-95901

Respectfully submitted,


Undersheriff K. Lagerquist
Sheriff's Department

Macomb County, Michigan
Conference/Employee Training Request

ADDED

(Submit directly to the Finance Department at least 2 weeks prior to the date of the next Finance Committee meeting)

Requesting Department: Macomb County Sheriff's Department

Conference Title: 2008 Great Lakes Homeland Security Conf

Sponsored by: Michigan State Police

Conference Classification: Professional Employee Training x

Conference Location: Grand Rapids, Mi

Travel Begins: April 21 2008 Travel Ends: April 24 2008
Month Day Year Month Day Year

Number of Persons Attending At County Expense: Board Members 3
Staff Members
Total 3

ESTIMATED EXPENSES

	Per Person	Total
Registration Fees:.....	\$ 350.00	\$1,050.00
Transportation:(1) <input checked="" type="checkbox"/> County Vehicle <input type="checkbox"/> Airplane <input type="checkbox"/> Personal Vehicle		
Mileage		
Lodging: Begins: <u>April 21 2008</u> Month Day Year		
Ends: <u>April 24 2008</u> Month Day Year	278.64	835.92
Meals:(2)... 4/21 \$93, 4/22 \$93, 4/23 \$93, 4/24 \$93	31.00	93.00
Miscellaneous:... Parking, Fuel Cost (\$50.00).....	93.00	179.00
Subtotal - Conference Expenses.....	814.64	2,436.92
Per Diems:(3).....		
Overtime:(4).....		
Total Estimated Expenses:.....	752.64 814.64	2,157.92 2,436.92

Department Head Signature

Undersheriff K. Lagerquist

Date

4-10-08

- 1 Not to exceed cost of tourist class air fare
3 Not to exceed one day travel plus duration of the conference

- 2 Not to exceed authorize per day rate
4 Calculate cost of any overtime anticipated as a result of this request

35038014/95901 UAST Grant

(For Finance Department Use Only)
Budgetary Analysis

Department Budget

Less: Conference Expense Approved To Date
Other Department Requests in Process
This Request

3587.
-0-
2158.

8,556.
3,745.
4,811.

Balance Available (Deficit)

To: Betty Slinde

Finance Committee

From: Mark A. Hackel

Sheriff

Date: April 10, 2008

Subject: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the 2008 Great Lakes Homeland Security Conf
conference/seminar, starting on April 21, 2008

<u>Name</u>	<u>Classification</u>
<u>John Roberts</u>	<u>Captain</u>
<u>Carolyn Marshall</u>	<u>Lieutenant</u>
<u>Matthew Murphy</u>	<u>Sergeant</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

The 2008 Great Lakes Homeland Security Training Conference is an annual event sponsored by MSP Emergency Management Homeland Security Div. This conference assist our staff by increasing and enhancing our knowledge in many areas of emergency management program.

All conference fees except Fuel costs are reimbursable thru the UASI Grant

UASI - 350-38014 ~~GEN FUND - 104~~ C.O. FUND - 229-30501-95901 (Fuel Costs)

Respectfully submitted,



Undersheriff K. Lagerquist
Sheriff's Department



Memorandum

To:	John Foster, Assistant Director of Finance
From:	Lt. Carolyn Marshall
Date:	March 20, 2008
Re:	Great Lakes Violent Crime Seminar

PA
032108
OKJR ✓

The Great Lakes Violent Crime Seminar training is required training by the Macomb County Sheriff's Office.

This training provides further knowledge pertaining to violent crimes which includes sexual assaults and serial homicides.

If there are any questions please contact me at 307-9316.

RECEIVED
MAR 25 2008
MACOMB COUNTY
FINANCE

REGISTRATION FEES: Cost: \$ 50.00 Fund: MCOLES - 229-30551-95901

TRANSPORTATION:

Type: _____ Cost \$ n/a Fund: _____

LODGING: Cost \$ 271.20 GEN FUND

MEALS: Cost \$ 99.50 Fund: GEN FUND

Miscellaneous Expenses:

Type: _____ Cost \$ n/a Fund: _____

Type: _____ Cost \$ n/a Fund: _____

Macomb County, Michigan
Conference/Employee Training Request

(Submit directly to the Finance Department at least 2 weeks prior to the date of the next Finance Committee meeting)

Requesting Department: Macomb County Sheriff's Department

Conference Title: Great Lakes Violent Crime Seminar

Sponsored by: FBINAA Michigan Chapter

Conference Classification: Professional Employee Training x

Conference Location: Ann Arbor, Mi.

Travel Begins: May 5 2008 Travel Ends: May 9 2008
Month Day Year Month Day Year

Number of Persons Attending At County Expense: Board Members 1
Staff Members _____
Total 1

ESTIMATED EXPENSES

	Per Person	Total
Registration Fees:.....	\$ 50.00	\$ 50.00
Transportation:(1) <input checked="" type="checkbox"/> County Vehicle <input type="checkbox"/> Airplane <input type="checkbox"/> Personal Vehicle		
Lodging: Begins: <u>May</u> <u>5</u> <u>2008</u> Month Day Year		
Ends: <u>May</u> <u>8</u> <u>2008</u> Month Day Year	271.20	271.20
Meals:(2)...5/6 \$31, 5/7 \$31, 5/8 \$31, 5/9 \$6.50.....	99.50	99.50
Miscellaneous:.....		-
Subtotal - Conference Expenses.....	420.70	420.70
Per Diems:(3).....		-
Overtime:(4).....		-
Total Estimated Expenses:.....	420.70	420.70

Department Head Signature

Undersheriff K. Lagerquist

Date

3-21-08

- 1 Not to exceed cost of tourist class air fare
3 Not to exceed one day travel plus duration of the conference

- 2 Not to exceed authorize per day rate
4 Calculate cost of any overtime anticipated as a result of this request

(For Finance Department Use Only)
Budgetary Analysis

850.00 - State Fund
371.00 - Gen Fund

Department Budget

Less: Conference Expense Approved To Date
Other Department Requests in Process
This Request

Balance Available (Deficit)

To: Betty Slinde

Finance Committee

From: Mark A. Hackel

Sheriff

Date: March 20, 2008

Subject: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the Great Lakes Violent Crime
conference/seminar, starting on May 6, 2008

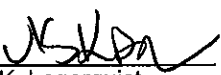
<u>Name</u>	<u>Classification</u>
<u>Elizabeth Darga</u>	<u>Lieutenant</u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

The benefit to macomb County from attendance of the above-named individual(s) at this conference/seminar is detailed below:

This training provides further knowledge pertaining to violent crimes which includes sexual assaults and serial homicides.

REGISTRATION - MCOLES 229-30551-95901 , GEN FUND HOTEL & MEALS

Respectfully submitted,


Undersheriff K. Lagerquist
Sheriff's Department



Memorandum

#23-07-08 JJ

To:	John Foster, Assistant Director of Finance
From:	Lt. Carolyn Marshall
Date:	March 27, 2008
Re:	U.A.S.I. Dive Equipment Training

The U.A.S.I. Dive Equipment Training is required training by the Macomb County Sheriff's Office.

The purpose of this training is to become familiar and proficient with the new equipment the dive team received. The team will be instructed on the proper use and safety issues involving this equipment. Training will involve underwater and on land operations.

The U.A.S.I. Grant has paid for all equipment and instructor fees.

If there are any questions please contact me at 307-9316.

RECEIVED

MAR 31 2008

MACOMB COUNTY
FINANCE

REGISTRATION FEES: Cost: \$ 480.00 Fund: GEN FUND
Quarry Fees \$10.00 x 12 x 4 days

TRANSPORTATION:

Type: _____ Cost \$ n/a Fund: _____

LODGING: Cost \$ 1,080 GEN FUND

MEALS: Cost \$ 1,488.00 Fund: GEN FUND

Miscellaneous Expenses:

Type: Fuel Cost \$ \$480.00 Fund: GEN FUND

Type: Tank Fills Cost \$ \$360.00 Fund: GEN FUND

Macomb County, Michigan
Conference/Employee Training Request

(Submit directly to the Finance Department at least 2 weeks prior to the date of the next Finance Committee meeting)

Requesting Department: Macomb County Sheriff's Department

Conference Title: U.A.S.I. Dive Equipment Training

Sponsored by: Macomb County Sheriff's Office

Conference Classification: Professional Employee Training x

Conference Location: Portage Quarry Bowling Green, Ohio

Travel Begins: May 19 2008 Travel Ends: May 22 2008
Month Day Year Month Day Year

Number of Persons Attending At County Expense: Board Members 12
Staff Members
Total 12

ESTIMATED EXPENSES

	Per Person	Total
Registration Fees:.....		\$ 480.00
Quarry Fees \$10.00 x 12 x 4 days		
Transportation:(1) <input checked="" type="checkbox"/> County Vehicle <input type="checkbox"/> Airplane <input checked="" type="checkbox"/> Personal Vehicle		480.00
250 mi @.48 x 3 vehicles		
Lodging: Begins: <u>May</u> <u>19</u> <u>2008</u> Month Day Year		
Ends: <u>May</u> <u>23</u> <u>2008</u> Month Day Year		1,080.00
Fuel for county vehicle \$120.00		
\$60.00 per night 6 rooms x 3		
Meals:(2)...\$31 per day x 12 \$372.00 5/19, 5/20, 5/21, 5/22.....		\$1,488.00
Miscellaneous:....Air Fills \$6.00 x5 \$30.00 x 12		360.00
Subtotal - Conference Expenses.....	0.00	3,888.00
Per Diems:(3).....		-
Overtime:(4).....		-
Total Estimated Expenses:.....	0.00	3,888.00

Department Head Signature

Undersheriff K. Lagerquist

Date

3-22-08

- 1 Not to exceed cost of tourist class air fare
3 Not to exceed one day travel plus duration of the conference

- 2 Not to exceed authorize per day rate
4 Calculate cost of any overtime anticipated as a result of this request

(For Finance Department Use Only)
Budgetary Analysis

REQUESTING General Fund

Department Budget

Less: Conference Expense Approved To Date
Other Department Requests in Process
This Request

Balance Available (Deficit)

To: Betty Slinde

Finance Committee

From: Mark A. Hackel

Sheriff

Date: March 25, 2008

Subject: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the U.A.S.I. Dive Equipment Training
conference/seminar, starting on May 19, 2008

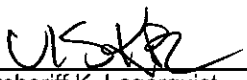
<u>Name</u>	<u>Classification</u>
<u>William Mangan</u>	<u>Sergeant</u>
<u>Michael VandenBoom</u>	<u>Deputy</u>
<u>Daniel Willis</u>	<u>Sergeant</u>
<u>Matthew Murphy</u>	<u>Sergeant</u>
<u>Frank Bednard</u>	<u>Deputy</u>
<u>Mark Grammatico</u>	<u>Deputy</u>
<u>Patrick Maceroni</u>	<u>Deputy</u>
<u>Gary Wiegand</u>	<u>Deputy</u>
<u>Keith Devlaminck</u>	<u>Deputy</u>
<u>Ryan Wohlfield</u>	<u>Deputy</u>
<u>Jim Onyski, Jon Ramlow</u>	<u>Deputy</u>

The purpose of this training is to become familiar and proficient with the new equipment the dive team received. The team will be instructed on the proper use and safety issues involving this equipment. Training will involve underwater and on land operations.

The U.A.S.I. Grant has paid for all equipment and instructor fees.

GEN FUND

Respectfully submitted,


Undersheriff K. Lagerquist
Sheriff's Department



Memorandum

To:	John Foster, Assistant Director of Finance
From:	Lt. Carolyn Marshall
Date:	March 21, 2008
Re:	Michigan Sheriff's Association Summer Conference

SOA
03-21-08
JK
OK

The Michigan Sheriff's Association Summer Conference is required training by the Macomb County Sheriff's Office.

This conference is scheduled training and updates on legal concerns and pending legislative issues.

If there are any questions please contact me at 307-9316.

RECEIVED
MAR 28 2008
MACOMB COUNTY
FINANCE

REGISTRATION FEES: Cost: \$ 275.00 Fund: MCOLES - 229-30551-95901

TRANSPORTATION:

Type: _____ Cost \$ n/a Fund: _____

LODGING: Cost \$ 121.90 GEN FUND

MEALS: Cost \$ _____ Fund: _____

Miscellaneous Expenses:

Type: Fuel Cost \$ \$100.00 Fund: GEN FUND

Type: _____ Cost \$ n/a Fund: _____

Macomb County, Michigan
Conference/Employee Training Request

(Submit directly to the Finance Department at least 2 weeks prior to the date of the next Finance Committee meeting)

Requesting Department: Macomb County Sheriff's Department

Conference Title: M.S.A. Summer Conference

Sponsored by: Michigan Sheriff's Association

Conference Classification: Professional Employee Training

Conference Location: Bellaire, Mi.

Travel Begins:	<u>June</u>	<u>8</u>	<u>2008</u>	Travel Ends:	<u>June</u>	<u>9</u>	<u>2008</u>
	Month	Day	Year		Month	Day	Year

Number of Persons Attending At County Expense:	Board Members	<u>1</u>	
	Staff Members	<u> </u>	
	Total	<u>1</u>	

ESTIMATED EXPENSES

	Per Person	Total
Registration Fees:.....	\$ 275.00	\$ 275.00
Transportation:(1) <u> </u> County Vehicle <u> </u> Airplane <u> </u> Personal Vehicle		-
Lodging: Begins: <u>June</u> <u>8</u> <u>2008</u> Month Day Year		
Ends: <u>June</u> <u>9</u> <u>2008</u> Month Day Year	121.90	121.90
Meals:(2).....		
Miscellaneous:....Fuel.....	100.00	100.00
Subtotal - Conference Expenses.....	496.90	\$ 496.90
Per Diems:(3).....		-
Overtime:(4).....		-
Total Estimated Expenses:.....	496.90	496.90

Department Head Signature

Undersheriff K. Lagerquist

Date 3-26-08

- 1 Not to exceed cost of tourist class air fare
- 3 Not to exceed one day travel plus duration of the conference

- 2 Not to exceed authorize per day rate
- 4 Calculate cost of any overtime anticipated as a result of this request

(For Finance Department Use Only)
Budgetary Analysis

\$275.00 - State Trng Fund
222.00 - General Fund

Department Budget

Less: Conference Expense Approved To Date

Other Department Requests in Process

This Request

Balance Available (Deficit)

To: Betty Slinde

Finance Committee

From: Mark A. Hackel

Sheriff

Date: March 11, 2008

Subject: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the Michigan Sheriff's Association Summer Conference
conference/seminar, starting on June 8, 2008

<u>Name</u>	<u>Classification</u>
<u>Mark Hackel</u>	<u>Sheriff</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

The benefit to macomb County from attendance of the above-named individual(s) at this conference/seminar is detailed below:

This conference is scheduled training and updates on legal concerns and pending legislative issues.

MCOLS - 229 30551-95901 (REGISTRATION) GEN FUND - HOTEL & FUEL

Respectfully submitted,

UIS/B
Undersheriff K. Lagerquist
Sheriff's Department